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HAMILTON CONVENTION CENTRE
AGENDAS AND MINUTES
August 23, 1983 - December

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HAMILTON CONVENTION CENTRE

SEP 01 1983
Urb/Mun Agenda
Bulletin Board

August 26, 1983

Members,
Board of Directors,
Hamilton Convention Centre.

Members of the Board:

The next meeting of the Board will be held on Monday, August 29th, 1983 at 7:30 p.m. in the Albion Room, Salon "C".

Enclosed herewith is an agenda and supporting material which I would ask you to bring with you to the meeting.

Unless I hear from you to the contrary, I will anticipate your attendance.

Yours very truly,

Bonnie M. Cook

Bonnie M. Cook,
Secretary,
Board of Directors.

bc

Encl.

HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

August 29, 1983

A G E N D A

7:30 p.m.
Albion Room, Salon "C"

1. Chairman's Remarks

2. General Manager's Report

3. Minutes of the Previous Meeting

4. Correspondence:

   (a) Letter dated June 28, 1983 from Marlene Hilhorst, Blood Donor Clinic

   (b) Letter dated July 14, 1983 from Peter Allen, Canadian Warplane Heritage Inc.

5. Administration/Operations Committee - Report

6. Audit/Finance Committee:

   (a) Presentation of Financial Statement for the Seven-Month Period Ended July 31, 1983

   (b) Signing Authorities - Special Banking Facilities

   (c) Capital Purchases

   (d) Training & Development for Staff

7. Marketing/Sales Committee - Report

8. Administration/Operations Committee - Report on Personnel Matters (In Camera)

9. Other Business

HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S REPORT

AUGUST 29, 1983

INTRODUCTION

While July was very slow at the Centre with regard to revenue, and the Centre was on decreased staff because of holidays, excitement was still up in August because of a very successful and lucrative Ford Lincoln-Mercury Show which grossed some $90,000, and meant that August revenues were $70,000 above budgeted figures. Improvement in sales was also shown during the summer months, and not only do the last four months of the year look good, but also the 1984 prognosis is excellent. In looking at the 1983 figures optimistically it is felt that the $1,400,000 budgeted revenue figure will be met.

FINANCE

The budget is now underway for 1984 and preliminary figures will be discussed with the Audit/Finance Committee in September.

MARKETING

The General Manager had a luncheon at the Centre for officials of the new Sheraton Hotel, to be built in Hamilton. The officials were very excited about the Hotel and were looking forward to a long and happy relationship with the Convention Centre.

The Centre is producing a new promotional brochure which will be out by the end of the year, and should be very successful in promoting the City of Hamilton with the new Hotel.

The Sales Manager is in the process of sending a direct mailer to clients which emphasizes meetings and banquets and this direct mailing will be followed up by telephone calls and person to person business.

Christmas advertising is now being placed in both the Hamilton Spectator and Hamilton Magazine to remind clients to reserve dates during the December period for their receptions, banquets, etc.

A Special Events list is now being produced and passed to the Hamilton Magazine which will publish these events free of charge. For example, in September, these special events include Festitalia, the Canadian Football Hall of Fame Induction Dinner, and the Greater Hamilton Better Living Show.

On September 6th, the McMaster Students' Tour will take place. This event is sponsored by the Jackson Square Complex and the tour will include Hamilton Place, the Convention Centre, the Art Gallery and all of the Jackson Square complex.

The Centre is continuing to advertise locally in the Spectator, Hamilton Magazine, and Hamilton-Wentworth Guide, and will commence advertising in Today's Bride in January. The advertising in the Spectator is paying big dividends in that many clients are referring to the ads when they contact the Centre for the first time.

With the addition of the new Sales Manager who came from the Holiday Inn, we are working closely with the Downtown Merchants Association as well as the Holiday Inn and Royal Connaught Hotel. It is hoped that this association will develop into common marketing goals to bring more conventions into the City.

BUILDING

During the slow period of the summer months, staff worked hard in sprucing the building up and have painted walls in the halls and rooms at little cost to the Centre. Additionally, the artificial plants are now in place and in the opinion of the staff, are a fine addition to the decor. New banners for the main lobby are being designed to brighten the information desk area and, as the Board Members will note, flowers have been added to the lobby area to give it a more decorative ambience.

PERSONNEL

It is with regret that I announce the resignation of the Executive Chef, Michael Ois, who is moving to Ottawa to become Executive Chef at Canada's Capital Congress Centre, the new convention centre in Ottawa.

I would like the Board to note my thanks to Michael Ois for a job very well done over the last two years; he was an efficient, effective and innovative chef and will be very sorely missed. I am sure the Board wishes him all the best in his new appointment.

A new Head Bartender has been hired -- Mr. Sam Haining, who comes to the Centre from Hamilton Place, where he has been Bar Supervisor for the past five years.

William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF JUNE

June 1st - Proctor and Gamble Inc.
Meeting
No. of Persons - 14

Marlin Travel
Presentation/Reception
No. of Persons - 328

June 2nd - City of Hamilton
Reception/Luncheon
No. of Persons - 7

Amway
Meeting
No. of Persons - 40

June 3rd - Regional Municipality of Hamilton-Wentworth
Meeting
No. of Persons - 20

Stelco Inc.
Reception/Luncheon
No. of Persons - 20

Southmount Secondary School
Graduation Dance
No. of Persons - 350

Live Wire Bowling League
Reception/Dinner/Dance
No. of Persons - 34

June 4th - Browning Birthday Party
Birthday Party
No. of Persons - 17

Knights of Columbus
Exemplification 1983
No. of Persons - 700

June 6th - The Corporation of the City of Hamilton, Personnel Office
Examinations
No. of Persons - 250

Avon Canada Inc.
Reception/Dinner
No. of Persons - 12

Canadian Canners Ltd.
Meeting/Reception/Dinner
No. of Persons - 12

June 7th - Ontario General Contractors Association
Reception/Dinner/Meeting
No. of Persons - 40

June 8th to 10th - St. Joseph's Hospital, Behavioural Unit
Meeting/Luncheon
No. of Persons - 8 each day

June 9th - The Hamilton Status of Women Committee
Hospitality/Meeting/Reception
No. of Persons - 450

Rotary Club of Hamilton
Luncheon/Reception
No. of Persons - 411

Levis Strauss Canada
Reception/Dinner/Dance
No. of Persons - 100

Coopers and Lybrand
"Mike DeGroote Roast"
No. of Persons - 200

Amway
Meeting
No. of Persons - 40

June 10th - St. Mary's High School
Awards Presentation/Dance
No. of Persons - 500

June 11th - Philipino Canadian Association
Reception/Dinner/Dance
No. of Persons - 154

Brown/Maniccia Wedding
Reception/Dinner/Dance
No. of Persons - 228

June 13th - F. H. Deacon Hodgson Inc.
Meeting
No. of Persons - 300

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of Persons - 25

Hamilton Press Club - c/o Firestone Canada Inc.
The Bill Powell Tribute Dinner
No. of Persons - 244

June 15th - The Corporation of the City of Hamilton
Reception/Dinner
No. of Persons - 150

Hamilton Teachers Federation
Presentation/Reception
No. of Persons - 275

June 16th - Evans Husband Barristers
Meeting
No. of Persons - 12

Alec Murray Real Estate
Meeting
No. of Persons - 30

Amway
Meeting
No. of Persons - 40

The Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of Persons - 10

June 17th - Kiwanis Club of Mount Hamilton
Dance/Cabaret
No. of Persons - 300

Festival Country
Travel Show and Reception/Luncheon
No. of Persons - 100

Baker Timmis Wedding
Reception/Dinner/Dance
No. of Persons - 48

June 18th - Hamilton Mountain Air Show Inc.
Reception
No. of Persons - 300

Henderson/Almack Wedding
Reception/Dinner/Dance
No. of Persons - 125

June 20th and 22nd - Thorne Riddell Chartered Accountants
Meeting
No. of Persons - 30

Proctor and Gamble Inc.
Meeting/Luncheon
No. of Persons - 27

June 21st - I.B.E.W. Local Union 636
Meeting
No. of Persons - 20

Elk's Inc.
Meeting
No. of Persons - 15

June 21st to 23rd - Toronto Dominion Bank
Meeting/Luncheon
No. of Persons - 25 each day

June 22nd - Cathedral of Christ the King
Meeting/Menu Sampling
No. of persons - 9

June 22nd - Hamilton Wentworth Housing Authority
Meeting/Luncheon
No. of Persons - 20

Sherwood Secondary School
Reception/Dinner/Dance
No. of Persons - 285

June 22nd and 23rd - Hamilton Harbour Commissioners
Business and Industrial Conference
No. of Persons - 300

June 23rd - Hamilton-Wentworth Creative Arts Association
Excellence in the Arts Awards - Ceremony/Reception
No. of Persons - 100

Amway
Meeting
No. of Persons - 40

June 24th - The Canadian Red Cross Society
Red Cross Blood Donor Clinic
No. of Persons - 600

The Canadian Red Cross Society
Luncheon
No. of Persons - 22

Canadian Imperial Bank of Commerce
Meeting
No. of Persons - 130

June 25th - Joseph Feher Productions
"Heat in the Night" Dance
No. of Persons - 600

June 27th - Niagara Television Ltd.
Ontario Youth Concert Band
No. of Persons - 350

Ontario Youth Concert Band
Luncheon
No. of Persons - 53

June 28th - Proctor and Gamble Inc.
Meeting/Luncheon
No. of Persons - 15

The Corporation of the City of Hamilton
Meeting/Luncheon
No. of Persons - 10

June 29th - Barton Secondary School
Graduation Dinner/Dance
No. of Persons - 264

Junior Achievement
Meeting
No. of Persons - 34

Sir John A. MacDonald Secondary Shcool
Graduation Dinner/Dance
No. of Persons - 257

June 30th - St. Thomas More High School
Graduation Dinner/Dance
No. of persons - 370

kw
18/07/83

REFERENCE:

FOR ACTION BY:

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Albion "C"
7:30 p.m.
June 27, 1983

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. David O. Braley
Mr. Keith L. Clark
Alderman Brian Hinkley
Mr. Jack Krieger
Alderman Henry Merling
Mr.Terry E. Yates.

Also Present: Mr. W. Penfold, General Manager
Mr. John Leuser, Director of Finance
Mrs. B. Cook, Secretary.

Chairman's Remarks

1. Chairman's Remarks

The Chairman welcomed everyone to the meeting and turned it over to the General Manager for presentation of his report.

General Manager's Report

2. General Manager's Report

On the motion of Mr. David Braley, seconded by Mr. Bill Stetson, the Board accepted the report of the General Manager dated June 27th, 1983, as circulated.

Mr. Penfold distributed to the Board a copy of the Centre's new promotional folder, menus, and the meeting/banquet and wedding brochures, all of which had been printed for the Centre by a local firm, Promark. Mr. Penfold encouraged the members of the Board to use this material to bring business into the Centre.

Minutes of the Previous Meeting

3. Minutes of the Previous Meeting

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the minutes of the meeting of May 30th, 1983, subject to correction of a typographical error in Item 3 on Page 1, relating to the date of the previous meeting.

Administration/ Operations Committee - Report.

4. Administration/Operations Committee - Report

On the motion of Mr. Keith Clark, seconded by Mr. Bill Stetson, the Board approved the joint report of the Administration/Operations Committees dated June 21st, 1983, as circulated, with the exception of Item 2, dealing with Hamilton Convention & Show Services. Item 2 will be discussed at an in camera session at the end of the meeting.

Audit/ Finance Committee - Report

5. Audit/Finance Committee - Report

(a) Presentation of the Financial Statement

Financial Statement

On the motion of Mr. David Braley, seconded by Mr. Jack Krieger, the Board approved the unaudited operating results for the five-month period ended May 31, 1983.

Mr. Braley indicated to the Board that the summary provided by the Director of Finance in the statement gives a full explanation of the financial results, and everything is under control, relative to budget.

Request for Capital Purchases

(b) Request for Capital Purchases

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board approved the purchase of the following capital items, with the total purchase price not to exceed $11,000 (including sales tax):

Artificial Plants

1. Artificial Plants

Staalduinen Floral, Stoney Creek.

To replace dead plantings - 21 large and 71 small plants $2,382.50

Large Meat Slicer

2. Large Meat Slicer

Hamilton Store Fixtures, Hamilton.

Demonstrator Model 1712, Hobart Using Centre's two small slicers as trade-ins 2,550.00

Stainless Steel Carts

3. Two Stainless Steel Carts

Ideal, Toronto

Two Stainless Steel Bloomfield Model 614 carts - 2 shelves, 500 lb. capacity, swivel casters 540.00

Two Bar Ticket Cash Registers

4. Two Bar Ticket Cash Registers

Two Sweeda Bar Ticket Cash Registers identical to current equipment 4,322.80.

The $11,000 figure is slightly higher than the total of the lowest quotations, shown above, in order to allow for Provincial Sales Tax on Items 1 to 3, and any price fluctuations which may occur at the time of ordering.

Estimated Deficit for July, 1983

6. Estimated Deficit for July, 1983

The Board received for information a copy of the costs

to operate the Centre during the month of July, 1983, indicating a net operating deficit of $76,000.00.

Hamilton Convention & Show Services

7. Hamilton Convention & Show Services

The Board met in camera to discuss the Hamilton Convention & Show Services contract. The contract with that firm had expired on April 30th, 1983, and both sides had agreed to a two-month extension, without prejudice, until July 1st, 1983. As the July 1st date is only a few days away, the General Manager advised he has written to Mr. Jack Strachan to request a further two-month extension, to September 1st, 1983. However, it is Mr. Strachan's wish to extend the contract to December 31st, 1983 as the lack of business in July and August at the Centre would not make a second two-month extension worthwhile for his firm.

After considering the matter further, on the motion of Alderman James Bethune, seconded by Alderman Henry Merling, the Board approved a four-month extension of the contract with Hamilton Convention & Show Services to October 31, 1983, without prejudice. Management was directed to advise Mr. Strachan of this proposed extension by registered mail. General Manager

Matches

8. Matches

Alderman Hinkley raised the point that the matches the Centre is currently using have not been printed with the Hamilton Convention Centre name or logo. Mr. Penfold advised that these unprinted matches are being used temporarily pending receipt of the regular order for this item.

The meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C., CHAIRMAN

B. Cook
Secretary.

The Canadian Red Cross Society
ONTARIO DIVISION DE L'ONTARIO
La Société canadienne de la Croix-Rouge
HAMILTON BRANCH
400 King Street East, Hamilton, Ontario L8N 1C3 416-520-1171

28 June 1983 JUN 3 0 1983

4a

Mr. William Penfold,
General Manager,
Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario,
L8P 4T9.

Dear Bill:

Thank you so much for all of your help in organizing the special blood donor clinic for last Friday. The facilities were outstanding, and the co-operation we received from all of your staff made our job much easier. I know that everyone enjoyed all of the lovely refreshments.

I was very pleased, to say the least, with the response to the challenge. Four hundred and seventy-two donors attended the clinic; 421 braved the lines and, of these, 350 actually gave Many of those who were unable to wait have been coming into our permanent clinic. To date, 110 donors have attended our clinic on King Street.

Please pass on our sincere thanks to Renate Zimmer and Bonnie Cook, who were both very helpful on Friday, as well as prior to the clinic.

I look forward to working with you again in the future on another equally successful venture.

Yours very truly,

Marlene M. Hilhorst,
Manager,
Blood Donor Recruitment.

MMH:es

cc: Mr Paul Hureau,
Chairman,
Blood Donor Recruitment.

CANADIAN WARPLANE HERITAGE INC.
(A REGISTERED CANADIAN FOUNDATION)
Operational Headquarters: Hamilton Civic Airport, P.O. Box 35, Mount Hope, Ontario L0R 1W0, Tel: (416) 679-6567
PATRON: HIS ROYAL HIGHNESS THE PRINCE OF WALES

JUL 21 1983

July 14, 1983

46

Mr. Bill Penfold,
General Manager,
Hamilton Convention Centre,
115 King Street West,
Hamilton, Ontario,
L8P 4T9

Dear Bill,

I really don't know where to begin in thanking you and Pat for your warm hospitality and kind generosity at the 1983 Hamilton International Airshow. You both displayed the same fabulous charm that made the '82 Toronto show such a hit for the VIP's.

The reception at the Convention Centre was a delightful experience and served to convince me that our choice of Hamilton for the 1984 C.A.H.S. Convention was indeed a wise one. When you and Pat went above and beyond the call of duty and hosted our VIP's back at your home it was icing on the cake.

This was the first year I was involved with the Hamilton show, and indeed the first year we had a protocol officer. You both managed to take all the work out of my hands on the Saturday night. I, in turn, showed my appreciation by drinking all of your Remy Martin.

All I can say is that Saturday was a memorable evening for all our VIP's , not to mention Aino-Liisa and myself. I hope we can try to even the score at Toronto this year. Once again, many, many thanks for your wonderful hospitality.

Kindest Regards,

Peter

Peter Allen,
Director of Protocol.

HAMILTON CONVENTION CENTRE

5

ADMINISTRATION/OPERATIONS COMMITTEES

REPORT

The Administration/Operations Committees met jointly on August 24th, 1983, and report as follows:

ADMINISTRATION MATTERS

1. Because of the resignation of the Assistant General Manager, the subsequent deletion of that position, and the creation again of the position of Director of Operations in its stead, the Committees therefore recommend the following resolution governing signing authorities for contracts:

"(a) That all contracts, leases or other documents having regard to the rental of the Hamilton Convention Centre or its services must be signed by the General Manager or his/her designate,who may be one of the Director of Operations, Director of Finance or Sales Manager.

(b) That all agreements, contracts or other documents concerning the supplying of goods and/or services to the Hamilton Convention Centre must be signed by the General Manager, and one of the Director of Operations or Director of Finance.

The following are prerequisites to the execution of any agreement, contract or other document as set out in paragraph (b) above:

(i) The approved purchasing policies of The Corporation of the City of Hamilton and the Hamilton Convention Centre must be adhered to, and

(ii) The required Committee and Board of Directors approvals must first have been obtained for all contracts, agreements, or other documents involving expenditures in excess of $5,000 (in accordance with the approved purchasing policy):

OPERATIONS MATTERS

2. Preventative Maintenance

For the information of the Board, all preventative maintenance that should be done at the Centre is now being carried out, either by the appropriate contractors recommended by the City, or the Central Utilities Plant staff.

A matter of concern, however, is the cost of servicing elevators and escalators, which is covered under a City contract, expiring at the end of the year, and costing almost $25,000 annually. The City Architect has been made aware of management's concern over the cost, and is investigating hiring of staff to service elevators and escalators in all civic facilities at a greatly reduced cost to all. In any event, new servicing arrangements cannot be commenced until the expiry of the current contract.

3. Hussey Seating

For the information of the Board, Pigott Construction has been selected to build the new Trade Centre/Arena Complex and Hussey has been awarded the contract for the seating.

Hussey will therefore be removing the telescopic seating from the loading dock at no charge to the Centre, in order that the seating may be refurbished for use in the future Arena complex.

Once the seating has been removed, the Committees have suggested that management contact the City Treasurer to obtain an appropriate credit for the Centre's books for the seating.

4. Staff Change Rooms

For the information of the Board, plans for staff change rooms are in the hands of the City's Building Department, and once formal approval has been obtained for the design, quotations will be obtained.

Management has been directed to contact the City's Property Maintenance Department to obtain their quote for the work.

Respectfully Submitted,

Keith L. Clark
KEITH L. CLARK, CHAIRMAN per bc
ADMINISTRATION COMMITTEE

James A. Bethune
JAMES A. BETHUNE, MEMBER per bc
OPERATIONS COMMITTEE

B. Cook,
Secretary.

HAMILTON CONVENTION CENTRE

(by

MEMO TO AUDIT/FINANCE COMMITTEE

Attached is a very strong requirement for interior signage for the Centre.

As the existing signs are specially made, it is not possible to receive three quotes, hence the original supplier of the signs is the only submission.

It is therefore strongly recommended that a sum not exceeding $2,011 be expended on interior signage. This figure includes the 10% maximum authorized by the Audit/Finance Committee, as well as applicable provincial sales tax at 7%.

William J. Penfold,
General Manager.

WJP:bc

August 17, 1983

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

MEMO TO: William Penfold
General Manager

FROM: Stephen Dockman DATE: August 12, 1983

RE: Interior Signage

We have received a quotation for the supply of all signage from King Products, as indicated on the attached listing. King Products is the company that supplied the existing signage in the Convention Centre. Their quotation is for signage that will match.

They will supply a matching template, the required hardware and installation instructions for our Maintenance Department.

The price as per their written quotation is $1567.00 plus 9% F.S.T. and 7% P.S.T., an all inclusive price of $1827.59. The quotation will be honoured for 90 days.

Two local companies were contacted for submission of quotations. Neither company was interested as they felt that they would be unable to supply signage that would blend with the existing signage and acceptable to the Hamilton Convention Centre.

I recommend that we purchase the signage from King Products in accordance with their quotation in order to maintain continuity throughout the Convention Centre.

Stephen H. Dockman
Director of Operations

SHD/ml

Attach.

KING

JUN 22 1983

June 16, 1983

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Arlene Holman 523-5883
Interior Identification System

We are pleased to submit our quotation to supply the additional interior identification wall plate as per your letter of June 2, 1983.

51 only type 321 wall plates, 2-3/8" x 24", finished in medium bronze, to match the existing plates presently installed at your premises.	$ 918.00
To provide graphics as per the existing wall plates, 1/2" helvetica medium, 649 characters @ $1.00 each	649.00
Total of the above.	1,567.00
9% FST	141.03
7% PST	119.56
Lump sum supplied.	$1,827.59

We will supply a mounting template, the required hardware and installation installation instructions.

Ms. Holman, I will call you early in the coming week to see if the above information is satisfactory and if we might proceed with this order.

Yours very truly,

Gordon Wright
/ct

HAMILTON CONVENTION CENTRE

Interior Signage

Area		Signage Required	Location
First Floor	1)	Security at Information Desk	Security Office
	2)	Washroom →	Beside Security Office
		← Washroom (2)	Across for Wentworth 'C' beside main bar
	3)	Meeting and Banquet Rooms →	Bottom of escalator
	4)	Ladies Mens	Washroom Doors
	5)	← Coat Check	Across from Wentworth 'C'
Second Floor	1)	← Rooms 201-206 Albion Room	Top of escalator - left wall
	2)	Chedoke Hall Webster Room and Lounge Room 314 →	Top of escalator - right wall
	3)	Albion Room →	Wall across from Room 202
	4)	General Manager Director of Operations Director of Finance →	Wall across from Receptionist
	5)	← Sales Offices Client Services Offices	Wall across from Receptionist
	6)	Room 201-206 Albion Room →	Wall between washrooms near Client Services
	7)	Ladies Mens 2 sets →	Washroom doors

Area	Signage Required	Location
Third Floor Lounge	1) Webster Room	Wall - left of Men's washroom
	2) ← Room 314 Chedoke Hall	Wall - left of entrance to kitchen near show office
	3) ← Ladies Washroom Men's Washroom →	Wall across from fire exit
	4) Ladies Men's	Washroom Doors
Third Floor Corridor	1) Room 314	
	2) ← Webster Room and Lounge Chedoke Hall →	Wall between 314 and orange fire doors
Third Floor Foyer	1) ← Ladies Washroom	Wall - left of main bar
	2) Men's Washroom →	Wall - right of main bar
	3) Ladies Men's	Washroom doors
	4) ← Coat Check Chedoke Hall → Webster Room and Lounge → Room 314 →	Across from escalators
	5) Webster Room Room 314 →	Wall between Chedoke B and C
King Street Entrance	1) Elevator to Convention Centre	Beside Elevator
King Street and Summer's Lane Elevators	2) <u>Second Floor</u> Room 201-206 Albion Room Executive Offices Sales Office Client Services Office <u>Third Floor</u> Chedoke Hall Webster Room Room 314	Inside

HAMILTON CONVENTION CENTRE

(C)

MEMO TO AUDIT/FINANCE COMMITTEE

Re: Attached Memo from the City Architect's Department

The City Architect's Department has directed that the Centre add wire guards to the exterior stairwell lighting fixtures to protect them from vandalism. The City Purchasing Department is arranging the contractor and the maximum cost is not expected to exceed $2,200.00 (10% maximum included).

In the past, vandals have broken, distorted and destroyed these fixtures to the point where the stairwells are unlit and unsafe. Additionally, these stairwells are designated fire exit corridors and hence must be kept well lit.

It is therefore recommended that a sum from the capital allocation, not to exceed $2,200, be expended to modify existing stairwell fixtures.

William J. Penfold,
General Manager.

WJP:bc

August 17, 1983

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

1983 August 12

Hamilton Convention Centre – Exterior Stairwell Lighting

Materials req'd –

Description	Quantity
1) 12" round by 7" deep fixture guards/ mounted with 4 tabs, 1¼" screws and anchors.	33
2) 16" round by 7" deep fixture guards for ceiling mounted units, mounted with 4 tabs, 1¼" screws and anchors.	2
3) 11" plastic globes to replace missing or vandalized units. Compatible with wall mounted incandescent fixture Lightolier Cat. No. 6772.	10
4) 14" ϕ high impact acrylic globe to replace missing or vandalized units	2
5) Wall mounted exit light with arrow, single faced, McPhilben Cat. No. 50-LC-M Line c/w lamp life extender and wire guard	1

Labour required to replace fixture lens / globes and to fabricate and install wire guards where applicable –

HAMILTON CONVENTION CENTRE

6(c)

REQUEST FOR CAPITAL PURCHASES

Approval of the Board of Directors is hereby requested for the purchase of the following items, at a total price not to exceed $6,400, to be financed from the Centre's 1983 capital allocation. The $6,400 figure includes all applicable sales taxes, and is 10% higher than the recommended quotations in order to allow for any price fluctuations at the time of ordering. Please note that the figures listed below include the 10% mentioned. (See quotes attached).

(a) Refrigeration Unit for Liquor Room, Second Floor

Cornelius Model DC 48S 48 Cu. Ft. with Glass Sliding Door - to be purchased from Ideal. $2,150

(b) Interior Signage

To supplement and complete existing interior signage and bring to an acceptable level - to match current signage - to be purchased from King Products 2,011

(c) Wire Guards for Exterior Stairwell Lighting

To protect lighting from vandalism, and keep fire exit corridor illuminated.

To be purchased through City Purchasing, and with the assistance of the City Architect 2,200

HAMILTON CONVENTION CENTRE

(a)

MEMO TO AUDIT/FINANCE COMMITTEE

Attached is a requirement for a refrigeration unit for the Liquor Room on the second floor.

The main deficiencies without the unit are:

a. clients are receiving warm wine, and juices;

b. there is an inefficient use of staff, i.e. porters are running from the third floor (Chedoke) to the first floor (beer storage fridge);

c. there is no centralized control of wine; beer and juices are returned from the bars on a daily basis.

The addition of the refrigeration unit will alleviate these problems to provide better control and use of staff.

It is therefore recommended that the Cornelius model from Ideal be purchased, and that a sum of $2,150 be allocated for this purpose. This sum includes 7% tax and the 10% maximum authorized by the Audit/Finance Committee.

William J. Penfold,
General Manager.

WJP:bc

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

MEMO TO: William J. Penfold
General Manager

FROM: Stephen Dockman DATE: August 11, 1983

RE: Refrigeration Unit

A refrigeration unit is required in the Liquor Room for wine, beer and juices that are returned from the bars on a daily basis.

At the present time, there is no method of chilling the wine or beer on the second floor. Any time there is a requirement for wine, it has to be requisitioned from the main beer fridge. Any juice that is returned is normally kept in the food fridges or beer fridge behind the main bars.

For control purposes, it is advantageous to have all items in the same area chilled and ready to use for the next function.

Prices have been received from the following:

Ideal Food Service Equipment Cornelius # DC 48S 48 cu. ft. with Glass sliding doors	$1825.00
Hamilton Store Fixtures UCN # D2S42 42 cu. ft. with Glass sliding doors	$1622.00
Cassidys 48 cu. ft. with two glass doors	$2352.99 by telephone

The above prices are subject to 7% Provincial Sales Tax

For the additional cost involved, I recommend the purchase of the Cornelius Model from Ideal Food Service Equipment in accordance with their quotation. This unit will provide an additional 6 cubic feet which could be well utilized.

Stephen H. Dockman
Director of Operations

SHD/ml

SALES ORDER FORM

ideal FOOD SERVICE EQUIPMENT

Canada's foremost knowhow organization.

459-465 College St.
Toronto, Ontario M6G 1A3
Telephone 920-1411

Complete equipment and supplies for restaurants hotels and institutions
Planning Designing Fabrication
Food Service Consultants
Contract Interiors

QUOTATION

(PURCHASER) HAMILTON CONVENTION CENTRE — DATE AUG. 8/83

ADDRESS 115 KING. STREET WEST — TERMS N/30

CITY HAMILTON ONTARIO L8P 4T9 — CUST. ORDER NO. —

SHIP TO ABOVE. — PROV. SALES TAX LIC. —

DELIVERY REQUIRED T.B.A. — VIA PREPAID. — SALESMAN HENNO TOZING

ORDERED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA.	REACH-IN COOLER. 53"x31"x78"H.		1,825 00
		CORNELIUS # DC48S		
		GLASS SIDING DOORS.		
		W/ IN PLANT WARRANTY ONLY		
		THIS QUOTE IS VALID FOR 30 DAYS.		
		F.S.T. INCLUDED P.S.T. EXTRA.		
		F.O.B. CONVENTION CENTRE.		
		DELIVERY - 1 TO 2 WEEKS		

OWNERSHIP OF THE ABOVE GOODS SHALL REMAIN IN THE VENDOR UNTIL PAYMENT IN FULL OF THE PURCHASE PRICE

SUB TOTAL	1825 00
PROVINCIAL TAX	127 75
TOTAL	1952 75

4984

ABOVE TERMS ACCEPTED

PURCHASER _____ DATE _____

PER _____

IDEAL FOOD SERVICE EQUIPMENT

OFFICE COPY

1	Only UCN Model D2S42 Two(2) Door Cooler, sliding glass, service and warranty	$ 1622.00
1	Only UCN Model D2S42 Two (2) Door Cooler, hinged glass doors, service and warranty	2333.00

The herein quoted prices are subject to Provincial Sales Tax, if applicable.

The herein quoted prices will remain firm for a period of thirty (30) days from date of this quotation.

The herein quoted prices are DELIVERED TO YOUR PREMISES, BUT DO NOT INCLUDE THE HOOKING UP OF THE SAID EQUIPMENT, WHEREVER APPLICABLE.

Thanking you for this opportunity of quoting and if we can be of further service, please do not hesitate in contacting us.

Yours truly

HAMILTON STORE FIXTURES LTD.

James Harlow
per Jacque Smyth

James Harlow

js

HAMILTON CONVENTION CENTRE

6b

RESOLUTION

SIGNING AUTHORITIES - SPECIAL BANKING FACILITIES

That the following be designated as signing officers for all special banking facilities of the Hamilton Convention Centre:

General Manager, and
Director of Finance,

OR One of the above, and one of:

Director of Operations
Chairman of the Board of Directors
First Vice-Chairman of the Board of Directors
Second Vice-Chairman of the Board of Directors.

That the following be designated as those having authority to make deposits:

Director of Finance
Accounting Supervisor
Clerk/Typist (Finance Division).

NOTE: With the passage of this resolution, the former resolution respecting signing authorities for the special banking facilities passed by the Board on November 30th, 1982, is rescinded.

Respectfully submitted,

William J. Penfold,
General Manager.
bc

HAMILTON CONVENTION CENTRE

6d

MEMO TO AUDIT/FINANCE COMMITTEE

Re: Training, Accounting Association Membership Fees and Professional Development Courses

Attached is an estimate from Mr. John Leuser, the Director of Finance, of the cost of providing for staff training, accounting association membership fees and professional development courses.

In respect of Mr. Leuser's professional development course, I have consulted with Mr. Webb McFarland, the City Treasurer, who informs me that it is City policy to allow selected accounting employees to attend one professional development session per year. Additionally, the City funds membership fees for employees in various accounting associations.

In addition to courses and membership fees for the Finance Department, it should be noted that Mr. Leuser has also provided for a C.P.R. First Aid course and several management courses sponsored by both the City and the Region.

These courses are beneficial since they allow staff to develop both their technical and interpersonal skills.

In conclusion, I am recommending that the training and professional membership and course fees outlined in the attached memorandum be approved, at a cost not to exceed $2,400. This amount is to be financed by a $1,350 budget re-allocation.

William J. Penfold,
General Manager.

WJP:bc

August 17, 1983

Memo To: William J. Penfold

From: John A. Leuser

Date: August 16, 1983

Re.: Estimate of my proposal to pay for training/ professional development courses for 1983

	Cost My Proposal	Cost Under City Policy
Course fees		
C.P.R. First Aid Course	$ 180.00	$ 180.00
RIA course fee for accounting supervisor	185.00	185.00
McMaster courses sponsored by the City - estimate of 5 courses @ $35.00 each (for general staff)	175.00	175.00
Management course sponsored by the Region	100.00	100.00
Professional development course - through the Institute of Chartered Accountants for the Director of Finance	937.50	937.50
	$1,577.50	$1,577.50
Annual student membership dues for the accounting supervisor	$ 85.00	$ 85.00
Travelling & Meal Costs for the Director of Finance while attending professional development course (near Montreal)		
Estimate of hotel & meal costs - 7 days @ $64.00 per day (all inclusive rate - double occupancy rate - sharing a room with another course participant)	$ 448.00	

con't....

	Cost My Proposal	Cost Under City Policy
- City policy is a single rate plus a $50.00 per day meal allowance: 7 days @ $100.00 estimate per day.		$ 700.00
Transportation to and from Airport	$ 50.00	50.00
Air fare - estimate	231.00	231.00
	$ 729.00	$ 981.00
Total cost of course and membership fees, including travelling costs	$2,391.50	$2,643.50
Budget re-allocation required under the proposals.	$1,350.00	$1,600.00

John A Leuser

John A. Leuser
Director of Finance

JAL:ac

HAMILTON CONVENTION CENTRE

MARKETING/SALES COMMITTEE

REPORT

The Marketing/Sales Committee met on August 22nd, 1983, and reports as follows:

1. American Society of Association Executives - Annual Conference

Because of the start of construction of the new Sheraton Hotel, the Centre can now commence a programme of national and international marketing, geared to convention business. A major target will be association executives and meeting planners.

The Committee recommends that the General Manager be authorized to attend the 1983 Annual Conference of the American Society of Association Executives to be held in San Francisco, California, September 4th to 7th, 1983, at a cost of approximately $2,500. This conference will provide the General Manager with an opportunity to make contact with many selected association executives from across Canada and the United States, and to effectively begin again to promote Hamilton as a convention destination.

2. Marketing Plan - 1984 - 1988

The Committee advises that the General Manager presented a first working draft of a marketing plan for the Centre for the years 1984-1988. The plan was discussed in detail by the Committee and suggestions and recommendations made. Mr. Penfold has been directed to revise the plan, and bring it back to the Committee at its September meeting, for further review.

To advise the Board briefly, it is proposed that the marketing emphasis for 1984 onward will change from local and regional to national and international convention business, with association executives the major targets. Advertising geared to convention business is planned to appear in industry publications having the greatest exposure, with specific appeal to groups of up to 800 delegates.

Additionally, to continue to support the Centre's revenue lines in the interim period, a moderate amount of local advertising is also proposed.

With regard to the question of 1984 revenues, the Committee has recommended that a revenue target for 1984 be $1.6 million dollars, which is an increase in business over 1983 estimates of 14.3%.

3. Use of An Advertising Agency

The Committee discussed the use of an advertising agency to develop and co-ordinate an effective advertising and marketing campaign. The General Manager was directed by the Committee to prepare a specification sheet on the Centre's needs and objectives and invite agencies to suggest advertising programmes on how to best meet those needs, including the costs to carry out the programme. The specification sheet is to be circulated to local agencies, inviting their bids.

Because of the fact that the Region has just entered into an agreement with a local advertising agency, it is not proposed that a joint tender for advertising with the Region be investigated at this time.

4. Sales Reports - June and July

Attached for the information of the Board are monthly overviews of the Marketing/Sales Department activities for June and July, 1983.

5. Wedding Promotion

For the information of the Board, the General Manager has taken out a one-quarter page ad in "Today's Bride", a magazine dealing with the wedding market, which is published on a monthly basis. By providing a promotional give-away to the Bride of the Month (selected by the magazine), the Centre receives an additional one-quarter page of advertising at no charge.

The Centre's proposed promotional gift is a bottle of champagne and two champagne glasses tastefully wrapped and decorated.

It is also management's intention to present the gift to all couples having their reception at the Centre at some appropriate time during their function. The Committee has endorsed this proposal.

Respectfully submitted,

Terry E. Yates pw

TERRY E. YATES, CHAIRMAN,
MARKETING/SALES COMMITTEE

B. Cook
Secretary.

Attach.

HAMILTON CONVENTION CENTRE

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MONTHLY OVERVIEW

MARKETING/SALES DEPARTMENT

JUNE 1983

		PERSONAL	TELEPHONE	IN-HOUSE	MAIL
CONTACTS:	Week 1	2	33	3	8
	Week 2	2	42	5	10
	Week 3	1	35	6	8
	Week 4	2	36	3	14
	Week 5	-	26	6	4
	Total -	7	172	22	44

BOOKINGS - DEFINITE

Stonehouse Wedding - September 2/83	$ 1,000.00
Kiwanis Show - June 17/83	2,500.00
Whidden Hall - McMaster - January 28/84	4,800.00
Amway Meetings - June 9/16/23/30/83	240.00
Big Sisters Dance - June 20 & 22/83	1,000.00
Junior Achievement Meeting - June 29/83	70.00
CFNY Dance - June 29/83	2,500.00
Elks Inc. - Meeting - June 21/83	75.00
City Solicitor's Office - Dinner - Aug. 25/83	2,500.00
Ham. Board of Ed. - Luncheon - Sept. 1/83	2,300.00
John Munro - June 22/83	45.00
Doll Show - Apr. 8/84	800.00
Ontario Dietetic Assoc. - Sept. 29/83	750.00
St. Mary's High School - June 8/84	1,400.00
Amway - Sept. 1/83 - Nov. 24/83	660.00
Hamilton-Wentworth Housing - Aug. 18/83	233.00
Ambitious City Toast Mistress Club - Sept. 12/26/83	148.00
Ambitious City Toast Mistress Club - Oct. 17/83 31/83	148.00
City of Hamilton - City Clerk - Oct. 19/83	512.00
	$21,681.00

BOOKINGS - Tentative

	NO'S
Career Symposium - Meeting - May 26/84	300
Critical Care - Gen. Hosp. - June 4, 5, 6/84	?
Venturelli Wedding - Sept. 29/84	300
Foster Wedding - Sept. 15/84	150
National Bank - December 17/84	100
Transportation Engineers - Oct. 25/83	?
Clinical Chemists - June 3 - 8	250
Cloke & Sons - November '83	100
Goodman Barmitzvah - Dec. 31/83	60
Bota Wedding - Aug. 27/83	120
Hamilton C. A. Association - Nov. 17/83	200

BID PROPOSALS

MEETINGS ATTENDED

G. M. Meeting - June 7/10/83
Staff Meeting - June 16/83
Staff Advisory Meeting - June 16/83
Blood Donor Clinic - June 24/83
Arena Meeting - June 27/83
Staff Advisory Committee - June 30/83

DEPARTMENTAL INITIATIVES

Christmas Letter & Menu Mail Out
Further investigation into word processing capabilities and our needs for same (prepared and submitted proposal)

Nat Davidson
Sales Manager

HAMILTON CONVENTION CENTRE

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MONTHLY OVERVIEW

MARKETING/SALES DEPARTMENT

JULY 1983

		Personal	Telephone	In-House	Mail
Contacts:	Week 1	9	78	8	18
	Week 2	6	56	8	11
	Week 3	7	79	9	20
	Week 4	12	73	8	24
	Total -	33	286	33	73

BOOKINGS - Definite

Cloke & Son - Nov. 12/83	$ 1,700.00
Bota/Hasi Wedding - Aug. 27/83	3,000.00
Henry Davis Travel Show - Nov. 12/84	1,000.00
Foster Wedding - Sept. 15/84	2,800.00
Ian Deans Reception - Nov. 9/84	3,750.00
Johnny J. Productions - Aug. 16/17/83	4,000.00
Berry/Degroote Wedding - Oct. 8/83	2,250.00
Merck/Sharpe & Dome Canada - Aug. 9/83	2,062.00
Tapplay Wedding - Sept. 8/84	3,600.00
Ministry of Environment - July 25/83	2,000.00
Meredith Wedding - Apr. 28/84	800.00
Michael R. Ellison - Sept. 10/83	800.00
Women's Canadian Club - December 14/83	5,500.00
Financial Concept Group - Aug. 4/83	125.00
Critical Care Conference - June 11 - 13/84	7,000.00
Winona High School - Oct. 29/83	3,000.00
Westinghouse - Aug. 30/83	1,000.00
Nationak Bank - Dec. 17/83	1,700.00
City of Hamilton - Aug. 2/83	1,866.00
Ministry of the Attorney General - Sept. 27/28/83	839.00
Hamilton Medical Legal Society - Sept. 14/83	2,120.00
Canadian Club - Sept. 27/83	3,392.00
Paramount Holidays - Oct. 5/83	1,471.00
R.M.G. Centennial Dinner Dance - Nov. 4/83	2,438.00
Columbian Chemical - Nov. 10/83	1,707.00
D'Institutional Association - Nov. 15/83	1.568.00

Professional Studies Canada - July 26/83	145.00
Occupational Nurses - Oct. 5/83	375.00
Transportation Engineers - Oct. 25/83	500.00
Joan Apigian - Oct. 8/83	600.00
Legendre/Kelys Wedding - Apr. 28/84	1,000.00
Cadora Ontario - Aug. 26/83	10.00
Revlon - Oct. 19/83	370.00
Assumption High School - Dec. 3/83	2,000.00
Gilbert Shower - Aug. 31/83	450.00
McMaster Health Sciences - Oct. 3/4/83	8,000.00
Ford Motor Co. - Aug. 24/83	450.00
Hector Chisholm - Aug. 10/83	150.00
Canada Post Corp. - Sept. 30/83	135.00
Thorne Riddell - Oct. 19/83	235.00
	$75,908.00

BOOKINGS - Tentative

	No's
Ancaster Reunion - May 12/84	2,000
Simcoe Erie Insurance - Dec. 2/83	150
Transportation Engineers - Oct. 26/83	60
Food Fair Exhibits - Jan 31/Feb. 7/84	?
Oakville Barbershoppers - June 2/84	400
Marlin Travel - Oct. 25/83	?
Stelco - Dec. 3/83	?
Lee Kirkby - Oct. 27/83	?
Bank of Montreal - Jan 31/84	?
Hamilton Mountain Air Show - June 16/84	?
Tridon (Union) Oct. 8/83	500
Wyprysky/Breznicar Wedding - Jan. 28/84	125
National Dart Tournament - Jan. 20/21/22/84	2,500 +

BID PROPOSALS

MEETINGS ATTENDED

Business Improvement Area Board Meeting - July 6/83
Mr. Bookbinder Pres. Amstel Breweries - July 28/83
Ontario Real Estate Assoc. - July 7/83
B.I.A. Promotion Meeting - July 29/83

DEPARTMENT INITIATIVES

Compiled Proposal for Supper Club
Compiled Proposal for Business Club
Compiled Booking Procedure for Sales Dept.
Instituted Sales Tracking Report
Instituted Quick Referral Function Sheet
Instituted Comparison Chart for Connaught, Holiday, Inn, H.C.C. 1981/82/83
Corrected and Updated Computer Bank Mailing List

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HAMILTON CONVENTION CENTRE
UNAUDITED OPERATING RESULTS
FOR THE SEVEN MONTH
PERIOD ENDED JULY 31, 1983

INDEX

OPERATING RESULTS FOR
FOR THE SEVEN MONTH PERIOD
ENDED JULY 31, 1983

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ACCOUNT NUMBER 3301 INDICATES REVENUES

ACCOUNT NUMBER 3321 INDICATES EXPENDITURES

HAMILTON CONVENTION CENTRE

UNAUDITED FINANCIAL REPORT FOR THE

SEVEN MONTH PERIOD ENDED JULY 31, 1983

Enclosed are the operating results for the month of July and the seven month period ended July 31, 1983, which indicate an operating deficit of approximately $71,600 and $263,800, respectively.

It should be noted that the Centre's operating deficit of $263,800 for the seven month period ended July 31, 1983, is well within its budget apportionment of $317,300. This is noteworthy since it indicates a budgetary surplus of approximately $53,500. which represents an increase of $4,010 from that previously reported for the six month period ended June 30, 1983. The $53,500 surplus arose primarily due to the following reductions from budget:

(1) $22,883 in part-time labor costs (see page 21 attached);

(2) $12,090 in food and beverage costs (see page 22 attached);

(3) $16,182 in salary payroll costs; and

(4) $2,636 in advertising and promotion costs.

A COMPARISON OF THE SEVEN

MONTH ACTUAL DEFICIT FOR 1983

WITH THAT INCURRED FOR 1982

The seven month actual deficit of $263,800 for 1983 compares very favorably with the $315,459 deficit for 1982 due largely to the following reductions from 1982 actual:

(1) $74,488 in advertising, promotion and travelling (marketing department) costs; and

(2) $29,442 in security and janitorial costs.

However, partially offsetting the above reductions were the following increases:

con't....

(1) $26,921 in professional fees as a result of the litigation;

(2) $17,751 in full and part-time salary and wage costs (including fringe benefits); and

(3) $5,276 in repairs & maintenance - city architect's department.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,

John A. Leuser

John A. Leuser, B.Comm., C.A.
Director of Finance

August 15, 1983

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 160,820	Rentals - 3301 - 10 -	$271,900	$ 149,150	$ 1,040	$ 148,590	54.6%
$ 46,530	Wentworth Exhibition Hall - 10	$ 95,000		$ -	$ 55,937	58.9%
1,150	Display Windows - 11	$ 2,000		725	3,375	168.8%
22,328	Albion Room - 20	35,800		-	13,882	38.8%
1,055	Meeting Room No. 201 - 21	1,700		50	665	39.1%
5,174	Meeting Room No. 202 - 22	8,000		-	2,855	35.7%
2,780	Meeting Room No. 203 - 23	5,000		-	2,120	42.4%
840	Meeting Room No. 204 - 24	1,300		-	680	52.3%
1,573	Meeting Room No. 205 - 25	3,000		-	1,842	61.4%
4,274	Meeting Room No. 206 - 26	7,500		-	4,860	64.8%
56,643	Chedoke Banquet Hall - 30	80,000		-	44,785	56.0%
12,685	Webster Room - 31	21,500		-	13,654	63.5%
4,643	Meeting Room No. 314 - 32	8,000		165	2,268	28.4%
700	Hamilton Convention & Show Services - 40	1,200		100	700	58.3%
230	Grand Piano Rental - 55	400		-	600	150.0%
215	Rental of Tables, Chairs, Etc. - 60	1,500		-	367	24.5%

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	Revenue:					
$ 160,820	Rentals, etc. 3301 - 10	$ 271,900	$ 149,150	$ 1,040	$148,590	54.6%
519,671	F & B Banquets, etc. 3301 - 20	1,052,000	566,200	1,081	485,199	46.1%
51,420	Other Operating Revenue 3301 - 30	76,100	42,850	1,074	32,941	43.3%
$ 731,911	Revenue From Operations	$1,400,000	$ 758,200	$ 3,195	$666,730	47.6%
$1,047,370	Less Total Expenditures as shown on Page 6.	1,928,550	1,075,500	74,795	930,530	48.3%
$ 315,459	Excess of Expenditures Over Revenue From Operations	$ 528,550	$ 317,300	$71,600	$263,800	49.9%
	Contribution From the City Of Hamilton 3301 - 02	528,550	317,300	75,610	317,300	60.0%
	Budgetary Surplus	$ NIL	$ NIL	$ 4,010	$ 53,500	

Note: It should be noted that:

(1) The operating statements have been prepared on the accrual basis of accounting; and
(2) No provision for other than legal and audit fees has been made in the operating statement in respect of the litigation.

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achived
$ 519,671	Food & Beverage Sales - Banquet - 3301 - 20 -	$ 1,052,000	$ 566,200	$ 1,081	$ 485,199	46.1%
$ 333,866	Food - 10	$ 675,000	$ 399,700	$ 687	$ 333,504	49.4%
17,274	Coffee, Juice (non-bar) Soft Drinks - 15	45,000		118	19,647	43.7%
62,224	Liquor - 35	120,000	$ 166,500	-	56,859	47.4%
42,736	Beer - 40	90,000		-	28,931	32.2%
56,586	Wine - 45	107,000		276	39,792	37.2%
6,985	Soft Drinks (bar) and Fruit Punch - 50	15,000		-	6,466	43.1%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 51,420	Other Operating Revenue - 3301 - 30 -	$ 76,100	$ 42,850	$ 1,074	$ 32,941	43.3%
$ 5,402	Corrections To Prior Year Revenues - 12	$ -		$ -	$ -	- %
22,544	Audio-Visual Electrical, Lighting, & Operating Equipment Recoveries - 50	38,700		158	15,665	40.5%
147	Staff Time Recoveries - Bartenders - 60	300		-	297	99.0%
795	Staff Time Recoveries - Wait Staff - 61	1,200		-	131	10.9%
5,915	Staff Time Recoveries - Cashiers - 62	9,000		-	4,386	48.7%
4,966	Staff Time Recoveries - Security - 63	10,000		-	3,024	30.2%
874	Staff Time Recoveries - Room Preparation - 64	1,800		-	2,514	139.7%
1,100	Staff Time Recoveries - Janitors - 67	2,500		-	1,154	46.2%
150	Staff Time Recoveries - Elevator Operator - 68	400		-	-	- %
108	Corkage Recoveries - 70	200		-	-	- %

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 7,323	Ticket Sales - Amateur Sport Dinner Theatre and Other - 89	$ -		$ -	$ 768	- %
(7,323)	Settlement of Events Clearing - 90	-		-	(768)	- %
4,658	Cigarette Sales - 92	4,000		-	1,231	30.8%
255	Bell Canada Commission - 93	400		15	177	44.3%
-	Retail Sales Tax Compensation - 96	-		646	1,201	- %
6	Sale of Hamilton Games - 97	-		-	-	- %
4,500	Miscellaneous Recoveries - 99	7,600		255	3,161	41.6%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	EXPENDITURES - 3321 -					
$ 159,971	Administration - 01	$ 365,110	$ 231,794	$ 18,315	$ 207,364	56.8%
-	Management Staff Recruitment - 02	2,000	1,600	366	2,041	102.1%
12,826	Information Desk & Smoke Shop - 06	23,830	12,942	55	6,203	26.0%
4,766	Financial Expenditures - 08	15,300	8,574	500	4,667	30.5%
201,177	Building Maintenance - 10	359,930	192,136	18,380	168,043	46.7%
16,728	Purchasing/Receiving - 20	34,920	19,722	1,969	16,322	46.7%
156,268	Marketing & Sales Promotion - 30	135,790	72,603	8,897	65,392	48.2%
67,522	F & B Administration - 50	88,910	52,221	7,546	56,911	64.0%
206,711	F & B Kitchen - 52	417,020	230,548	10,150	195,602	46.9%
221,065	F & B Banquet - 54	485,740	253,360	8,617	207,891	42.8%
336	F & B Wastage - 58	-	-	-	94	- %
$1,047,370		$1,928,550	$1,075,500	$ 74,795	$ 930,530	48.3%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 159,971	Administration 3321 - 01 -	$ 365,110	$ 231,794	$ 18,315	$ 207,364	56.8%
$ 77,137	Salaries & Wages - 01	$ 198,900	$ 117,146	$ 12,851	$ 103,458	52.0%
4,623	Temporary Help - Office - 02	500	340	-	-	- %
532	Long Term Disability - 04	1,800	1,050	92	610	33.9%
6,451	Pensions - 05	14,460	8,565	706	7,006	48.5%
1,180	Unemployment Insurance - 07	4,540	2,540	238	1,885	41.5%
3,003	Medical & Hospital - 08	8,840	4,990	808	4,271	48.3%
1,238	Group Life Insurance - 10	3,000	1,662	125	1,017	33.9%
11,072	Telephones & Telegrams - 11	19,500	10,800	1,346	9,813	50.3%
729	Postage - 16	2,400	1,175	116	1,015	42.3%
5,277	Office Supplies & Stationery - 21	7,100	4,600	(3)	3,819	53.8%
-	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	-	-	-	(36)	- %
2,766	Rental To Hamilton Place In Order To Re-Schedule - 28	-	-	-	-	- %
447	Repairs & Maintenance - Office Equipment - 31	1,000	540	-	176	17.6%
70	Licences and Permits - 43	500	275	-	190	38.0%
(96)	Bank Charges - 44	100	20	-	1	1.0%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 91	Service Charges - 45	$ 300	$ 160	$ 12	$ 100	33.3%
330	Brinks Charges - Transportation of Money - 46	900	349	-	220	24.4%
5,320	Consultant's Fees - 56	8,610	8,610	-	8,603	99.9%
744	Entertainment Expenses - General Manager - 61	2,000	1,020	-	218	10.9%
369	Entertainment Expenses - Assist. Gen. Man. - 62	-	-	-	-	- %
-	Board of Directors Meetings - 63	2,240	740	-	499	22.3%
(23)	Over & Short - 66	-	-	-	(13)	- %
-	Office Equipment - 71	1,000	583	85	171	17.1%
9,420	Rental - Office Equipment - 83	16,500	9,198	1,146	8,715	52.8%
(37)	Travelling - 91	1,000	544	10	49	4.9%
586	Car Allowance - 92	-	-	-	-	- %
583	Memberships & Subscriptions - 93	1,500	1,100	-	497	33.1%
-	Training Courses - 94	300	167	-	-	- %
7,000	Audit Fees - 97	12,720	7,420	783	9,513	74.8%
21,159	Legal Fees - 98	55,400	48,200	-	45,567	82.3%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ -	Management Staff Recruitment 3321 - 02 -	$ 2,000	$ 1,600	$ 366	$ 2,041	102.1%
$ -	Recruiting Costs - 12	$ 2,000	$ 1,600	$ 366	$ 2,041	102.1%
-	Consultant's Fees - 60	-	-	-	-	- %
-	Relocation Cost - Staff - 96	-	-	-	-	- %

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 12,826	Information Desk & Smoke Shop - 3321 - 06 -	$ 23,830	$ 12,942	$ 55	$ 6,203	26.0%
$ 8,086	Temporary Help - 02	$ 19,000	$ 10,300	$ -	$ 4,796	25.2%
185	Pensions - 05	500	272	-	61	12.2%
260	Unemployment Insurance - 07	680	364	1	145	21.3%
4,133	Tobacco Supplies - 23	3,000	1,626	-	823	27.4%
162	Cigarette Machine Rental - 87	650	380	54	378	58.2%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgetting Operating Results For The Year Ended December 31, 1983	The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 4;766	Financial Expenditures 3321 - 08 -	$ 15,300	$ 8,574	$ 500	$ 4,667	30.5%
$ -	Credit Bureau Charges - 47	$ 100	$ 58	$ -	$ 21	21.0%
43	Provision for Collection Fees - 48	200	116	-	-	- %
5,250	Provision For Bad Debts - 49	6,000	3,500	500	3,500	58.3%
-	Replacement - China - 71	2,000	1,050	-	139	7.0%
-	Replacement - Glassware - 72	2,000	1,100	-	1,007	50.4%
(839)	Replacement - Silver - 73	1,000	550	-	-	- %
-	Replacement - Linen - 74	4,000	2,200	-	-	- %
-	Replacement - Furniture - 75	-	-	-	-	- %
-	Replacement - Interior Decorations - 76	-	-	-	-	- %
312	Replacement - Kitchenware - 77	-	-	-	-	- %

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 201,177	Building Maintenance - 3321 - 10 -	$ 359,930	$ 192,136	$ 18,380	$ 168,043	46.7%
$ 14,821	Salaries & Wages - 01	$ 18,680	$ 10,626	$ 1,462	$ 10,188	54.5%
1,003	Temporary Help - 02	12,000	6,469	-	442	3.7%
129	Long Term Disability Premium - 04	190	111	12	46	24.2%
1,031	Pensions - 05	1,680	960	98	724	43.1%
296	Unemployment Insurance - 07	1,070	585	41	311	29.1%
547	Medical & Hospital - 08	1,470	808	110	758	51.6%
143	Group Life Insurance - 10	210	110	13	93	44.3%
4,667	Water Rates and Sewer Surcharge - 13	6,000	3,500	500	3,500	58.3%
1,533	Garbage Disposal - 19	2,800	1,575	27	509	18.2%
1,947	Christmas Decorations - 21	-	-	-	-	- %
291	Cleaning Supplies - 22	5,150	2,983	20	2,109	41.0%
373	Operating Supplies - 23	1,000	583	-	355	35.5%
47,758	Repairs & Maintenance - Engineering (0333-0999) Responsibilities - 31	113,380	58,196	8,185	53,034	46.8%
11,349	Repairs & Maintenance - Building - 33	21,200	10,160	372	11,397	53.8%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 13,417	Insurance - Fire and Liability - 42	$ 32,000	$ 18,665	$ 2,667	$ 18,667	58.3%
33,669	Contractual Services - Janitorial - 57	49,000	25,025	1,009	21,398	43.7%
55,320	Contractual Services - Security - 58	75,000	42,663	3,645	38,149	50.9%
5,596	Contractual Services - Various - 60	9,000	4,600	219	3,708	41.2%
6,946	Security - Recoverable From Events - 61	8,700	3,700	-	2,476	28.5%
341	Small Tools - 73	800	467	-	179	22.8%
-	Furnishings & Decorations - 74	-	-	-	-	- %
-	Rental - Maintenance Equipment - 88	600	350	-	-	- %

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 16,728	Purchasing/Receiving - 3321 - 20 -	$ 34,920	$ 19,722	$ 1,969	$ 16,322	46.7%
$ 10,222	Salaries and Wages - 01	$ 18,900	$ 10,898	$ 1,599	$ 11,423	60.4%
3,594	Temporary Help - 02	10,000	5,410	13	2,585	25.9%
86	Long Term Disability Premium - 04	190	110	13	99	52.1%
791	Pensions - 05	1,650	955	118	878	53.2%
258	Unemployment Insurance - 07	1,000	578	55	430	43.0%
648	Medical and Hospital - 08	1,470	807	110	758	51.6%
90	Group Life Insurance - 10	210	110	13	96	45.7%
1,039	Operating Supplies - 23	1,500	854	48	53	3.5%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 156,268	Marketing and Sales Promotion 3321 - 30 -	$ 135,790	$ 72,603	$ 8,897	$ 65,392	48.2%
$ 49,925	Salaries & Wages - 01	$ 67,000	$ 37,891	$ 5,267	$ 37,132	55.4%
310	Long Term Disability Premium - 04	700	392	10	187	26.7%
3,621	Pensions - 05	5,100	2,850	451	2,581	50.6%
583	Unemployment Insurance - 07	1,940	1,090	141	833	42.9%
1,664	Medical and Hospital - 08	3,200	1,736	85	1,147	35.8%
547	Group Life Insurance - 10	950	497	11	193	20.3%
87,981	Advertising and Promotion - 12	45,000	22,639	2,870	20,003	44.5%
385	Office Supplies - 21	1,500	800	-	572	38.1%
186	Entertainment Expense - Sales Manager - 61	1,500	875	-	583	38.9%
634	Entertainment Expense - Sales Rep.- 63 (1982 - Dir. of Marketing)	1,000	250	15	41	4.1%
6,627	Travelling - 91	4,000	1,083	47	117	2.9%
3,200	Car Allowance - 92	2,400	1,400	-	1,000	41.7%
605	Memberships & Subscriptions - 93	1,500	1,100	-	1,003	66.9%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	Food and Beverage - Administration & Client Services 3321 - 50 -	$ 88,910	$ 52,221	$ 7,546	$ 56,911	64.0%
$ 67,522						
$ 56,027	Salaries and Wages - 01	$ 76,850	$ 44,598	$ 6,325	$ 46,752	60.8%
-	Gratuity Recoveries on Salaries - 02	(10,370)	(5,577)	(16)	(4,968)	47.9%
423	Long Term Disability Premium - 04	850	496	53	391	46.0%
3,969	Pensions - 05	5,670	3,314	447	3,820	67.4%
1,337	Workmen's Compensation - 06	3,000	1,750	92	4,118	137.3%
734	Unemployment Insurance - 07	1,940	1,112	126	936	48.2%
1,857	Medical and Hospital - 08	3,000	1,624	161	1,354	45.1%
611	Group Life Insurance - 10	990	533	60	374	37.8%
2,204	Office Supplies and Printing (Menus and Tickets) - 21	6,000	3,725	298	3,913	65.2%
83	Laundry and Rental - 27	-	-	-	-	- %
77	Entertainment Expense - Catering/ Client Services - Manager - 60	600	350	-	39	6.5%
41	Entertainment Expense- Catering Representative (1982 Director of Catering) - 61	200	116	-	37	18.5%
14	Travelling - 91	-	-	-	-	- %
145	Memberships and Subscriptions - 93	180	180	-	145	80.6%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 206,711	Food and Beverage - Kitchen 3321 - 52 -	$ 417,020	$230,548	$ 10,150	$ 195,602	46.9%
$ 46,360	Salaries and Wages - 01	$ 100,810	$ 56,007	$ 8,142	$ 56,298	55.9%
-	Gratuity Recovery on Salaries - 02	(20,740)	(11,154)	(33)	(9,937)	47.9%
7,397	Temporary Help - Cooks and Kitchen - 03	13,680	7,595	3	5,278	38.6%
431	Long Term Disability Premium - 04	1,050	604	55	404	38.5%
3,930	Pensions - 05	8,260	4,540	566	4,344	52.6%
1,209	Unemployment Insurance - 07	4,160	2,277	188	1,644	39.5%
2,411	Medical and Hospital - 08	5,100	2,707	441	2,764	54.2%
17,581	Temporary Help - Stewarding - 09	34,720	18,686	168	13,565	39.1%
392	Group Life Insurance - 10	980	521	68	394	40.2%
8,839	Cleaning and Operating Supplies - 23	13,000	6,870	175	6,027	46.4%
558	Repairs & Maintenance - Kitchen Equipment - 32	3,500	1,750	-	1,934	55.3%
117,603	Food Cost - 64	252,000	139,895	377	112,887	44.8%
-	Rental - Operating Equipment - 88	500	250	-	-	- %

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 221,065	Food and Beverage - Banquet 3321 - 54 -	$ 485,740	$ 253,360	$ 8,617	$ 207,891	42.8%
$ 13,437	Salaries and Wages - 01	$ 90,310	$ 48,208	$ 5,710	$ 43,941	48.7%
-	Gratuity Recovery on Salaries - 02	(20,740)	(11,154)	(33)	(9,937)	47.9%
13,922	Temporary Help - Cashiers - 03	26,890	14,471	-	8,656	32.2%
42	Long Term Disability Premium - 04	900	499	18	172	19.1%
2,508	Pensions - 05	9,560	5,300	457	4,370	45.7%
40,747	Temporary Help - Service Staff - 06	77,250	41,619	98	33,700	43.6%
1,586	Unemployment Insurance - 07	7,600	4,185	266	3,104	40.8%
1,123	Medical and Hospital - 08	5,100	2,760	285	1,615	31.7%
34,710	Temporary Help - Porter Staff - 09	70,550	38,114	766	33,932	48.1%
88	Group Life Insurance - 10	800	440	58	289	36.1%
-	Contractual Services - Entertainment - 19	500	298	-	-	- %
4,585	Operating Supplies - 23	21,000	11,375	296	8,751	41.7%
1,826	Meeting Room Supplies - 24	6,000	2,870	-	1,234	20.6%
16,104	Uniforms, Clothing and Laundry - 27	17,500	9,000	537	7,842	44.8%
	Linen Cleaning - 28	16,500	8,400	235	9,999	60.6%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	The Month Of July, 1983	The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 53	Repairs - Piano etc. - 32	$ 2,500	$ 1,285	$ 72	$ 751	30.0%
61,105	Beverage Costs - 65	119,520	59,940	(212)	46,069	38.6%
29,229	Rental - Operating Equipment - 88	34,000	15,750	64	13,403	39.4%

Actual Operating Results For The Seven Month Period Ended July 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Seven Month Period Ended July 31, 1983	Actual Operating Results For The Month Of July, 1983	Actual Operating Results For The Seven Month Period Ended July 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 336	Food and Beverage - Wastage and Staff Refreshment 3321 - 58 -	$ -	$ -	$ -	$ 94	- %
$ -	Food - Wastage - 64	$ -	$ -	$ -	$ -	- %
258	Liquor - Wastage/Breakage - 65	-	-	-	94	- %
78	Liquor, Beer, Etc. - Theft - 66	-	-	-	-	- %
-	Food - Staff Refreshment - 67	-	-	-	-	- %
-	Soft Drink and Juice - Staff Refreshment - 69	-	-	-	-	- %

Note: During the month of July, the Centre incurred the theft of $439.93 in liquor and wine. No provision has, however, been made in the financial statement for this item, since we expect to receive a full recovery from the City's special insurance fund.

HAMILTON CONVENTION CENTRE

PART TIME LABOUR UTILIZATION

REPORT FOR THE PERIOD OF

JANUARY 1, 1983 TO JULY 31, 1983

	Actual		Budget Based On Actual Revenues Achieved		
Part-time Staff	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Over (Under) Budget
Cashiers	$ 4,270	.88% (1)	$ 8,248	1.7%	$ (3,978)
Cooks & Kitchen	5,278	1.5% (2)	6,710	1.9%	(1,432)
Stewarding	13,565	2.8% (1)	16,012	3.3%	(2,447)
Service	33,272	6.9% (1)	34,934	7.2%	(1,662)
Porter	31,418	5.0% (3)	32,957	5.2%	(1,539)
Information Desk	4,796	.76% (3)	9,127	1.44%	(4,331)
Maintenance Help	442	.07% (3)	5,704	0.9%	(5,262)
Storeman	2,585	.41% (3)	4,817	0.76%	(2,232)
	$95,626		$118,509		$(22,883)

(1) As a % of total food and beverage revenue.

(2) AS a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of July, 1983, the Centre was over-budget for part-time labour to the extent of $725.00. This was due largely to insufficient revenues for the month of July.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE PERIOD OF JANUARY 1st, 1983 TO JULY 31, 1983

	Actual		Budget		
Item	Amount	%	Amount	%	Over (Under) Budget
Food Costs	$112,887	32.0%	$123,603	35.0%	$ (10,716)
Beverage Costs	46,163	35.0%	47,537	36.0%	(1,374)
	$159,050		$171,140		$ (12,090)

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT JULY 31, 1983

WITH THAT AT JUNE 30, 1983

MARCH 31, 1983 AND DECEMBER 31, 1982

Type of Inventory	July 31, 1983	June 30, 1983	March 31, 1983	December 31, 1982
Liquor/Wine/Beer	$ 27,698.11	$ 28,039.73	$ 32,127.88	$ 32,282.20
Food	19,118.70	19,323.59	23,250.66	23,736.45
Tobacco	(1)	312.36	459.29	386.58
Dry Goods	(1)	8,762.31	10,933.32	12,307.84
Pop Cannisters	(1)	3,540.00	4,538.00	4,400.00
		$ 59,977.99	$ 71,309.15	$ 73,113.07

(1) No inventory was taken on these items due to a lack of business activity in the Centre during the month of July.

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT JULY 31, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
$ 5,851	$ 2,081 (1)	$ 3,676 (2)	$ 94	$ -
100%	35.6%	62.8%	1.6%	- %

(1) As at August 16, 1983 subsequent payments of $139. have been received.

(2) As at August 16, 1983 subsequent payments in full have been received.

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HAMILTON CONVENTION CENTRE

November 10, 1983

Members,
Board of Directors,
Hamilton Convention Centre.

Dear Sirs:

The next meeting of the Board of Directors will be held on Monday, November 14th, 1983 at 7:30 p.m. in the Albion Room, Salon C.

Enclosed herewith is an agenda and supporting material which I would ask you to bring with you to the meeting.

Unless I hear from you to the contrary, I will anticipate your attendance.

Yours very truly,

Bonnie Cook

Bonnie M. Cook,
Secretary,
Board of Directors.

bc

Encl.

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

NOVEMBER 14, 1983

A G E N D A

7:30 p.m.
Albion Room, Salon "C"

1. Chairman's Remarks

2. General Manager's Report

3. Minutes of the Previous Meetings:

   (a) October 3, 1983
   (b) October 13, 1983

4. Correspondence:

   (a) Letter dated September 28, 1983 from Mayor Morrow respecting City Hall Open House

   (b) Letter dated October 6, 1983 from Dr. C. A. Woolever regarding meetings held by McMaster University

   (c) Letter dated October 20, 1983 from Chairman Anne H. Jones respecting access to the disabled

   (d) Letter dated October 25, 1983 from Mr. Jack Strachan respecting the agreement with Hamilton Convention & Show Services

   (e) Letter dated October 26, 1983 from Mr. Jack Price respecting the visit by Prime Minister Trudeau

   (f) Letter to the Editor published in the Spectator on October 29, 1983 from Gus and Patricia LoPresti respecting their daughter's wedding.

5. Administration/Operations Committees - Report

6. Audit/Finance Committee:

   (a) Request for Capital Purchases - 1983 Second Draw

(b) Financial Statement - Month Ended September 30, 1983

(c) 1984 Operating Budget.

7. 1984 to 1988 Marketing Plan

8. Other Business

HAMILTON CONVENTION CENTRE

2

GENERAL MANAGER'S REPORT

TO THE BOARD OF DIRECTORS

NOVEMBER 14, 1983

Since the last Board meeting, business has been brisk at the Centre, both in the Operations and Sales Departments. Revenues are up and we are well over not only our budgeted revenue, but also last year's figures at this time. Since August, some of the larger events have been the visit of the Prime Minister of Canada, Oktoberfest, Festitalia, the Better Living Show, the Institute of Chartered Accountants, the Ontario Psychogeriatric Association, the Economics Future Conference, the Hamilton International Auto Show, the Ontario School Counsellors Association, and the Miss Hamilton and Miss Tiger Cat Pageants. The Hall of Fame Dinner and the Opera Hamilton dinner also took place.

Sales were over $100,000 for the period. Weddings are well up over 1982, and the Christmas party season is filling in nicely. Additionally, there are eight conventions being worked on between 1985 and 1989 by the General Manager and the Sales Manager, two of these as a result of San Francisco. Co-operation in presenting our bids is coming from the three hotels.

Future events in November will include the "Speedsport" car show and the Indian Brotherhood Convention. A new venue, the Sunday Flea Market, will continue until March. The market is proving very popular with Hamiltonians as 5,000 people went through the turnstiles on November 6th.

The Hamilton Convention & Show Services contract is now being negotiated. Mr. Strachan has agreed to the "two year plus option for two" and he has presented changes which will be sent to the Board for approval.

Videoconferencing and teleconferencing are available from Bell Telephone and can be installed on an as required basis. These facilities will be advertised in our brochures and direct mail campaigns for the association and corporate market.

A New Year's Eve dance is being privately promoted at the Centre. Food and beverage revenue is expected to be high and there will be no risk to the Centre if ticket sales fall below expectations.

Staff received a course on C.P.R., prevention of choking from food inhalation, and first aid during the period. Practice sessions were held to increase confidence in administering the techniques. Refresher courses will be held annually.

Respectfully submitted,

William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF SEPTEMBER

September 1st - Hamilton Board of Education
Reception/Luncheon
No. of People - 180

September 2nd - Stonehouse Uvira Wedding
Reception/Dinner/Dance
No. of People - 62

LoPresti/Jaczenko Wedding
Menu Sampling
No. of People - 3

September 3rd - Huston/McChesney Wedding
Reception/Dance
No. of People - 75

September 8th - Southam Computer Group
Meeting/Luncheon
No. of People - 7

Port Charlotte Florida homebuilders
Seminar
No. of People - 100

September 9th - The Spectator
Luncheon/Meeting
No. of People - 9

The Corporation of the City of Hamilton, Fire Department
Reception/Luncehon
No. of People - 21

Shaklee Canada Inc.
Meeting
No. of People - 1,500

September 9th and 10th - Festitalia Corporation
Vino E Amore
No. of People - 3,000

September 10th - The Religious Education Office of the Diocese of Hamilton
Meeting/Luncheon Buffet
No. of People - 800

September 12th - Lakeview Development Ltd.
Tour/Reception/Luncheon
No. of People - 24

United Steelworkers Local 1005
Meeting
No. of People - 2,100

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of people - 23

September 12th and 13th - The Regional Municipality of Hamilton-Wentworth
Department of Social Services
Meeting
No. of People - 12

September 13th - The Corporation of the City of Hamilton
Meeting
No. of People - 19

Eaton Bay Financial Services
Meeting
No. of People - 60

September 13th to 15th - The Institute of Chartered Accountants of Ontario
Examination
No. of People - 110

September 14th - Mary Kay Cosmetics
Meeting
No. of People - 150

United Steelworkers Local 1005
Meeting
No. of People - 2,100

September 15th - Procter and Gamble Inc.
Meeting/Reception/Dinner
No. of People - 15

The Regional Municipality of Hamilton-Wentworth
Department of Social Services
Meeting
No. of People - 12

September 15th - Ministry of the Environment
Meeting
No. of People - 75

September 15th and 16th - Ontario Blue Cross
Interviews
No. of People - 3

September 16th - Canadian Appliance Manufacturing Company
Reception/Dinner
No. of People - 350

September 17th - Delaat/West Wedding
Reception/Dinner/Dance
No. of People - 135

Football Hall of Fame Induction Dinner
Reception/Dinner/Dance
No. of People - 860

Opera Hamilton
Reception/Buffet
No. of People - 190

Marinilli/Trachuk Wedding
Reception/Dinner/Dance
No. of People - 49

September 19th - Manulife
Meeting
No. of People - 34

The Hamilton Status of Women Committee
Meeting
No. of People - 140

September 20th - Ontario Land Surveyors
Meeting
No. of People - 40

I.B.E.W. Local Union 636
Meeting
No. of People - 20

Financial Concept Group
Meeting
No. of People - 360

September 20th - The Canadian Food Service Executives Association
Reception/Dinner/Meeting
No. of People - 34

September 21st - Ontario Insurance Adjusters Association
Reception/Dinner/Meeting
No. of People - 68

The Corporation of the City of Hamilton
Meeting
No. of People - 25

September 21st to 26th - Hamilton Better Living Show
Trade Show
No. of People - 6,000

September 26th - Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 25

Industry Education Council
Meeting
No. of People - 30

September 27th - Dupont Canada Inc.
Luncheon/Presentation
No. of People - 25

Ontario Association of Optometrists
Meeting/Luncheon/Reception/Dinner/Meeting
No. of People - 32

Ontario March of Dimes
Reception
No. of People - 70

Procter and Gamble Inc.
Meeting/Luncheon
No. of People - 13

The Regional Municipality of Hamilton-Wentworth
Reception/Dinner/Dance
No. of People - 200

September 27th - Halifax Insurance Company
Meeting/Luncheon
No. of People - 18

Hamilton International Auto Show
Meeting
No. of People - 16

September 27th and 28th - The Corporation of the City of Hamilton
Meeting/Members Room
No. of People - 300

September 28th and 29th - Ernst and Whinney
Meeting
No. of People - 30

September 28th - Hamilton Beautification Committee
Presentation/Reception
No. of People - 175

I.A.T.S.E. Local 303
Reception/Luncheon/Bar
No. of People - 80

Hamilton-Wentworth Housing Authority
Reception/Dinner/Meeting
No. of People - 10

September 29th - Catholic Social Services of Hamilton
Meeting/Luncheon
No. of People - 45

Ontario Dietetic Association
Reception/Dinner/Meeting
No. of People - 40

September 30th - Canada Post Corporation
Breakfast/Meeting
No. of People - 20

The Spectator
Luncheon
No. of People - 9

September 30th to October 1st - Steel City Oktoberfest
Cabaret
No. of People 2,000

REFERENCE:

Albion, Salon "C"
7:30 p.m.
October 3, 1983.

FOR ACTION BY:

Ba

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. David O. Braley
Mr. Keith L. Clark
Alderman Brian Hinkley
Mr. Jack Krieger
Alderman Henry Merling
Mr. Terry E. Yates.

Chairman's Remarks

1. Chairman's Remarks

The Chairman did not have anything to report, and therefore turned the meeting over to the General Manager.

General Manager's Report

2. General Manager's Report

On the motion of Mr. Bill Stetson, seconded by Mr. Terry Yates, the Board approved the report of the General Manager dated October 3rd, 1983, as circulated.

Minutes

3. Minutes of the Meeting of August 29th, 1983

On the motion of Mr. Jack Krieger, seconded by Mr. Keith Clark, the Board approved the minutes of the meeting of August 29th, 1983, as circulated.

NOTE: Alderman Henry Merling, and Messrs. Braley, Stetson and Yates were not present at the August 29th 1983 meeting, and therefore were unable to vote on the adoption of the August 29th minutes.

Administration & Operations Committees Report.

4. Administration/Operations Committees - Report

Mr. Keith Clark presented the Administration Committee's portion of the report to the Board.

Gratuities - Ford Function.

(1) Gratuities for Full-time Staff - Ford Function

The Board discussed the request of the Ford corporation to pay a $75.00 gratuity to five designated members of the Centre's senior full time staff, for superlative service rendered to Ford on the occasion of their receptions at the Centre on August 22nd and 24th, 1983.

On the motion of Mr. Keith Clark, seconded by Mr. Bill Stetson, the Board approved the recommendation of the Administration/Operations Committees that

gratuities of $75.00 be paid to each of the five designated members of staff, as requested by the Ford Corporation, to be added to their invoice for the August 22nd and 24th functions, on the understanding that this approval does not constitute a policy, and that any further cases such as this shall be judged individually on their own merit. — General Manager

Part-time Staff Rates of Pay

(2) Part-Time Staff Rates of Pay

The Board members were advised that in some instances, the rates the Centre pays to its part-time staff do not meet community standards. The Committees have recommended that management undertake a complete review of the Centre's part-time salary structure, to align it with industry standards in the community. Management has been requested to report back to the Committees on the cost analysis and impact on the 1984 budget of any upward changes in current rates, with any changes to be effective as of January 1, 1984. — General Manager

On the motion of Mr. Keith Clark, seconded by Mr. Jack Krieger, the Board approved the recommendation of the Administration/Operations Committees respecting the evaluation of part-time wages, as outlined above.

Parking Policy

(3) Parking Policy

The Board received a copy of the policy on free parking for registered trade show and convention delegates, to be effective January 1, 1984. Alderman Hinkley requested that the General Manager follow this up with a view to having the necessary preparatory work in place so that this policy can take effect on the proposed date of January 1, 1984.

Mr. Bill B. Stetson presented the Operations Committee matters to the Board:

Staff Change Rooms & Parcel Cage

(4) Staff Change Rooms and Parcel Cage - Update

The Board was advised for information that plans for staff change rooms and the parcel cage have now been approved by all required city departments, and are in the hands of the Director of Purchases to obtain quotations for the work.

Janitorial Contract

(5) Janitorial Contract

The Board was advised that tender results have been received for janitorial services for the Centre and the current supplier, Modern Building Cleaning, has submitted a quotation which is 6¢ per hour higher than the low bidder.

Because the report to the Board contained inaccurate financial data on the tender results, the Board deferred the matter for discussion at the special Budget meeting to be held on October 13th, 1983.

Barriers for the Plaza

(6) Barriers for the Civic Square Plaza

Mr. Penfold had advised the Board that use of the Civic Square Plaza by the Centre for private client functions has been approved by the Planning and Development Committee and City Council. In order to satisfy the requirements of the Liquor Licence Board of Ontario, the licenced area must be defined by means of moveable barriers which are estimated to cost $2,200.00 and will be constructed by the City of Hamilton Building Department.

On the motion of Mr. Bill Stetson, seconded by Alderman Brian Hinkley, the Board approved an expenditure of approximately $2,200 to finance the cost of construction of barriers in accordance with the regulations of the Liquor Licence Board of Ontario, to permit use of the Civic Square Plaza for private client functions, at the discretion of Centre management. The funds for this project are to be taken from the Centre's 1983 Capital allocation. — General Manager

Comment Cards

(7) Comment Cards

The Board was advised for information that management will be implementing a comment card system whereby all guests of the Centre, and members of the general public will be given the opportunity of commenting on the Centre and its services, rather than just the convenor of functions held in the facility. Comment cards will be available for this purpose at the information desk. — General Manager

Marketing/ Sales Committee

5. Marketing/Sales Committee - Report

Mr. Yates presented the Marketing/Sales Committee report to the Board.

1984 to 1988 Marketing Plan

(1) 1984 to 1988 Marketing Plan

For information, the Board was advised that the 1984 to 1988 marketing plan has been drafted and reviewed by the Committee on two occasions. The plan will be the subject of discussion during the upcoming Committee and Budget meetings of the Board and Committees in October.

Specifications - Advertising Agency Tender

(2) Specifications - Advertising Agency Tender

In accordance with the City of Hamilton standards and the guidelines of the Institute of Canadian Advertising, specifications for 1984 marketing and

advertising requirements have been prepared, to be sent to local agencies, inviting proposals for the provision of these services.

The Board members were advised that a copy of the specifications is available in the office of the General Manager should any member of the Board wish to review them.

Meetings & Incentive Travel Conference

(3) Meetings & Incentive Travel - Conference

On the motion of Mr. Terry Yates, seconded by Mr. David Braley, the Board authorized the attendance of the General Manager at the Meetings & Incentive Travel Conference to be held in Hull, Quebec, December 11th to 14th, 1983.

Funds for this conference are available in the 1983 operating budget.

A.S.A.E. Conference Report

(4) American Society of Association Executives - Conference

The Board received a report from the General Manager dated September 15th, 1983 on his attendance at the A.S.A.E. Conference in San Francisco in September. Mr. Penfold indicated that in order for Hamilton to compete in marketplaces such as A.S.A.E., it takes extensive advertising and promotion, and therefore, a good deal of money must be provided for that purpose.

Audit/ Finance Committee

6. Audit/Finance Committee - Report

Mr. Braley presented the Audit/Finance Committee Report to the Board.

Financial Statement

(a) Financial Statement - Eight-Month Period Ended August 31, 1983

The unaudited financial results for the period ended August 31st,1983, indicated a deficit to that date of approximately $264,800, and a $1,000 loss for the month of August.

It was noted that the very favourable August results were due to the successful Ford Lincoln-Mercury functions.

The Board was advised that the Centre's deficit for 1983 will not exceed $400,000, and will probably be between $350,000 and $375,000. The deficit had originally been projected at approximately $528,000.

On the motion of Mr. David Braley, seconded by Alderman Henry Merling, the Board approved the unaudited financial results for the eight-month period ending August 31st, 1983, and directed that a copy be forwarded to the City Treasurer. — Director of Finance

Request for Capital Purchases

(b) Request for Capital Purchases

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the purchase of the following capital equipment at an amount not to exceed $7,500, to be financed from the Centre's 1983 capital allocation:

(i) Glass Racks - From Hamilton Store Fixtures

20 # 52722 Racks 50 # 52710 Racks	$2,911.78

(ii) Portable Screens - From Camtech Photographic Services

One 70" x 70" Screen on tripod	235.40
One 96" x 96" Screen on tripod	487.87

(iii) Portable Liquor Cages - From Ideal Food Service Equipment

One Metro Security Truck, 24" x 48"	915.71
One Metro Security Truck, 24" x 30"	681.48

(iv) Barriers on Civic Square Plaza - City of Hamilton Building Department. 2,200.00

NOTE: The above prices include sales taxes and 10% to cover price fluctuations at the time of ordering. — General Manager

1984 Capital and Operating Budgets

(c) 1984 Capital and Operating Budget Submissions

Mr. Braley requested direction from the Board with regard to the role of the Audit/Finance Committee respecting the 1984 capital and operating budgets.

Mr. Lewis advised that each committee will deal with the budgets which will then be forwarded to the Audit/Finance Committee to put together for presentation to the Board as a whole.

It was decided the Board would meet in full session on Thursday, October 13th at 12:00 Noon to review the 1984 Capital Submission, and the 1984 Operating

Budget will go to the next regular meeting of the Board.

Status of Hotel

8. Status of Hotel

The Centre's management and Board are in need of definite information on the status of the new Sheraton Hotel, in order that decisions can be made with regard to the commitment of substantial funds for external advertising to attract national and international convention business. Without this definitive information, it would be unwise for management to commit to large sums for ad placements, and promotion. Budget preparation will be widely affected in expenditure lines, as well as the entire 1984 to 1988 marketing plan. Management and the Board would like instructions from Council on how to proceed in the interim period.

The Board discussed the hotel situation in detail. It was finally concluded that inclusion of Marketing and Advertising costs in the 1984 Operating Budget should be on a contingency basis, with an appropriate footnote that such costs are predicated on the availability of the hotel.

Hamilton Convention & Show Services

9. Hamilton Convention & Show Services

The Board met in camera to discuss the status of the contract with Hamilton Convention & Show Services.

The Board was provided with a copy of a letter dated June 30th from Mr. J. A. Strachan, in which it was indicated that Mr. Strachan was reluctantly accepting a further extension to his agreement with the Centre, to November 1st, 1983. Because the November 1st date was drawing near, it was now necessary for the Board to consider whether or not the agreement should be renewed, and on what terms and conditions.

The Board discussed various aspects of the agreement, including options for the future, and the performance of the company.

After further discussion, on the motion of Mr. Terry Yates, seconded by Mr. Jack Krieger, the Board authorized management to renegotiate the contract with Hamilton Convention & Show Services for a term of two years, with no option for renewal, without prejudice to the rights of either party. — General Manager

Alderman Merling pointed out to the Board that Mr. Strachan's letter of June 30th should now be responded to and all matters raised by Mr. Strachan dealt with in an appropriate manner. — General Manager

The meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C,
CHAIRMAN.

Bonnie M. Cook
Secretary.

REFERENCE:

FOR ACTION BY:

Room 219
City Hall
12:00 Noon
October 13, 1983.

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. Jack Krieger
Mr. David O. Braley
Alderman Brian Hinkley

Also Present: Mr. William J. Penfold, General Manager
Mr. Stephen H. Dockman, Director of Operations
Mr. John A. Leuser, Director of Finance
Mr. John Gyurko, a Member of the City Architect's Department.

Mr. Lewis advised that everyone had been properly notified and the meeting was regularly constituted for business.

Purchase of Outdoor Signs -

1. Purchase of Outdoor Signs Co-operatively with Hamilton Place and the Art Gallery

Mr. Penfold presented to the Board a request to purchase from 1983 capital funds, co-operatively with Hamilton Place and the Art Gallery, two illuminated outdoor signs to be placed on King and Main Streets to indicate the location of the three facilities. The cost of the signs was $5,374.82, to be shared equally at $1,791.61 by each facility. Mr. Braley reported to the Board that at the last Audit/Finance Committee meeting, Alderman Henry Merling had been opposed to the project since he felt the height and type of signage proposed would not be effective.

In order to resolve the issue, Mr. Penfold furnished to the Board members present at this meeting a copy of a sketch of the signs illustrating dimensions, etc. Mr. John Gyurko of the City Architect's Department was also present to discuss the particulars of the signage.

After a detailed review and discussion of the signage, it was moved by Alderman Bethune and seconded by Mr. Bill Stetson that this capital project be approved by the Board. The motion was unanimously approved.

1984 to 1988 Capital Submission

2. 1984 to 1988 Capital Submission

The Board reviewed the 1984 to 1988 capital submission year by year.

Alderman Bethune left the meeting as Item 7 of the 1984 capital submission was being discussed.

Mr. Lewis noted that the amounts shown represent estimates only and that before any of the capital items can be purchased, proper tendering procedures must be followed with the results and management's recommendation reported to the Board for approval.

In respect of the 1985 to 1988 capital submission, Mr. Braley noted that the budget represents management's best estimate of future needs.

After a discussion of the capital budget submission, it was moved by Mr. Braley and seconded by Alderman Hinkley that the 1984 to 1988 capital submission be approved by the Board. The motion was unanimously approved.

1984 Operating Budget

3. 1984 Operating Budget

Mr. Braley informed the Board that the Audit/Finance Committee had reviewed the preliminary 1984 operating budget. He advised the Board that management has been requested to submit a 1984 operating budget which includes the following:

(a) A deficit for 1984 of no more than $400,000; and — Director of Finance

(b) That the increase in advertising, promotion and marketing travelling costs of approximately $145,000 (which is not reflected in the $400,000 deficit in (a)), be treated as a separate item or contingency item in the budget, and footnoted that the costs are contingent on the hotel going forward.

Janitorial Contract - Report on Costs

4. Janitorial Contract - Report on Costs

To further support the Director of Operations' report on costs, the Board was presented with a copy of the results of the tender and a schedule outlining how the 6,500 hours were arrived at.

Mr. Braley expressed concern that the Board had previously not been presented with accurate and complete information on the contract.

Furthermore, he requested that management explain why the lowest tender was not acceptable. At this point, an in camera meeting was held.

After a detailed discussion of the matter in camera, it was moved by Mr. Stetson and seconded by Alderman Hinkley that Modern Building Cleaning be selected as the Centre's supplier of janitorial services. The Board of Directors approved the motion by a vote of four to one. Mr. Braley was noted as being opposed to the motion.

Hamilton Convention & Show Services

5. Hamilton Convention & Show Services Contract With the Centre

A detailed discussion was held in camera.

Management received direction from the Board to commence negotiations on a two-year contract, plus an option for an additional two years.

Management was also reminded that any new contract negotiated with Hamilton Convention & Show Services will require final approval of the Board of Directors. General Manager

A motion to adjourn the meeting was made by Mr. Krieger and seconded by Mr. Stetson. The motion was unanimously carried.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C.,
CHAIRMAN.

John A. Leuser,
Director of Finance,
as Acting Secretary.

ROBERT M. MORROW
MAYOR

Mayor's Office
Hamilton

OCT 6 1983

September 28, 1983

4(a)

Mr. W. Penfold,
General Manager,
Hamilton Convention Centre.

Dear Bill

I cannot tell you how impressed I was with the Open House event which took place for the first time at the City Hall.

The quality of the exhibits was of the highest order, and it was obvious that much time, imagination and effort had gone into developing these most impressive and informative displays.

Will you please convey to the members of your staff the sincere appreciation of the members of City Council for ANOTHER JOB WELL DONE.

Yours very truly,

BMM

Robert M. Morrow,
Mayor.

RMM/cd

OCT 11 1983

McMASTER UNIVERSITY
1200 Main Street West
HAMILTON, ONTARIO, CANADA
L8N 3Z5
Department of Obstetrics and Gynecology

October 6, 1983.

Area Code 416
Tel.: 525-9140 Ext. 2765

4(b)

Miss Patsy Lee,
Hamilton Convention Centre,
115 King Street East,
Hamilton, Ontario.

Dear Patsy:

I would like to express to you and to your colleagues at the Convention Center the sincere appreciation which Bartha Knoppers and I feel for the splendid effort that you and your colleagues at the Centre made to ensure the success of our recent meeting. Bartha as you may know, was a co-sponsor of our program.

Certainly the effort which you and Robin Laking put into the arrangements for our meeting was a major component of its success. We would like for you particularly to express to Frank our thanks for the close attention which he paid to our needs and for his prompt satisfaction for our requests. I am sorry that I don't know his last name but probably you know who I mean. He was the one with whom we were most closely associated in the details of bringing up the chairs, coffee etc. Also please express to his supervisor our thanks for his attention during the meeting.

Incidentally the food was wonderful. There were many complimentary comments made on the quality of the food and on the effectiveness of the staff who made it available in such an attractive way.

I look forward to the opportunity of working with you again in the future.

Most sincerely yours,

C. A. Woolever, M.D.
Professor.

CAW/jk

THE REGIONAL MUNICIPALITY
OF HAMILTON - WENTWORTH

Office of the Chairman

October 20, 1983

4(c)

Mr. Milton Lewis, Q.C.
Chairman,
Hamilton Convention Centre Board
c/o Morris and Lewis
151 John Street South
Hamilton, Ontario
L8N 3P9

Dear Mr. Chairman and Members of the Board:

Regional Council has asked me to write to you and to your Board with regard to the difficulty that disabled people have in gaining accessibility above the ground floor in the Convention Centre.

Apparently for security reasons the elevator doors are locked and a staff person must unlock the elevator door so the disabled person can ascend or descend. This has meant up to a half-hour wait in some cases - which as you can appreciate is really not readily acceptable.

We would appreciate it if your Board could review these difficulties with a view to resolving them.

Warmest regards.

Regionally yours,

(Mrs.) Anne H. Jones

119 King Street West — 526-4200
P.O. Box 910, Hamilton, Ontario L8N 3V9

THE REGIONAL MUNICIPALITY OF HAMILTON-WENTWORTH

Office of the Clerk
119 King Street West, 15th floor

526-4140

Mailing Address:
P.O. Box 910,
Hamilton, Ontario L8N 3V9

Refer to File No.
Attention of
Your File No.

2. THAT the Regional Chairman contact the Hamilton Convention Centre regarding the problem of locked elevator doors, resulting in the inaccessibility above the ground floor for the disabled.

I hereby certify the foregoing to be a true copy of Item 2 of THE SOCIAL SERVICES COMMITTEE Report No. 11-83 which was approved by Regional Council on October 18, 1983.

Dated at Hamilton,
this 19th day of October, 1983.

Bernice M. Insley
Acting Clerk (pro tempore)

OCT 27 1983

The
STRONCO GROUP
INCORPORATED

ROYAL YORK HOTEL 100 FRONT STREET W., TORONTO, ONT. M5J 1E3 (416) 364-4431

October 25, 1983

D 27/10

4 (ok)

Mr. W. Penfold, General Manager
The Hamilton Convention Centre
115 King St. West
Hamilton, Ontario
L8P 4T9

Dear Bill:

Further to conversations both in your office and by telephone, this letter will confirm our acceptance of the renewal of the contract between Hamilton Convention Centre and Hamilton Convention and Show Services Limited for a period of two (2) years beginning November 1, 1983 with an option for renewal for a further two (2) years.

You suggested that we outline to you the changes which we would like to have made in the basic structure of the contract, and these changes, as well as amendments to controversial electrical prices will be forwarded to you very shortly.

Bill, many thanks for your co-operation in these dise cussions.

Yours very truly

THE STRONCO GROUP INCORPORATED

J. A. Strachan

J. A. Strachan
PRESIDENT

OCT 3 1 1983

PRICE, RUBIN & PARTNERS INC.

Marketing/Advertising/Public Relations/Management Consulting
105 Carlton Street, Toronto, Ontario M5B 1M2
Telephone: (416) 591-1200

Jack A. Price
President

4(c)

October 26, 1983

Dear Bill—

Your generous cooperation and assistance in helping to make the Prime Minister's visit to Hamilton such an enjoyable one was so very much appreciated ... both by myself, the Minister, and the committee.

The pleasure of working with you is one to which we look forward, again with great expectations.

Thanks, Bill!

Best personal regards,

Jack

Jack A. Price

JAP/ams

Col. William Penfold
General Manager
Hamilton Convention Centre
115 King West
Hamilton, Ontario

Hamilton Spec 29 Oct 83

4(f)

A rave review

On Oct. 1 we had the pleasure of holding our daughter Mary's wedding reception at the Hamilton Convention Centre, in the Chedoke Hall.

We felt that we couldn't let this beautiful event go by without some comments regarding Hamilton's magnificent centre.

First of all, the people who are in charge of the centre, especially Miss Renate Zimmer, couldn't do enough for us. Nothing was too good for us nor too much trouble for them, right down to the smallest detail.

The dinner was superb, served piping hot and elegantly. Needless to say the service was excellent. One of the most important aspects was the friendliness of all connected with the centre.

Hamiltonians can and should feel proud of their Convention Centre.

Our thanks to Renate Zimmer and the staff for helping to make Mary and Tom's wedding day so beautiful.

Gus & Patricia Lo Presti,
Hamilton.

HAMILTON CONVENTION CENTRE

5

ADMINISTRATION/OPERATIONS COMMITTEES

REPORT

November 9, 1983

The Administration and Operations Committees met on November 8th, 1983, and report as follows:

1. 1984 to 1988 Marketing Plan

The Committees reviewed the 1984 to 1988 Marketing Plan for the Hamilton Convention Centre which was currently in the third draft stage, and received it for information.

2. 1984 Operating Budget

The Committees received the draft 1984 operating budget for information. The members concurred with the recommendations of the Audit/Finance Committee that the 1984 deficit, including advertising, should be no greater than $490,000, with revenue figures being $1,650,000 for 1984.

3. New Year's Eve Function

For the information of the Board, the Committees advise that a New Year's Eve Dinner/Dance will be held at the Centre this year produced by Mr. John Elder of Hamilton Place. Tickets will be sold from the Hamilton Place Box Office at a cost of $85.00 per couple, and the price will include the deluxe dinner buffet, a midnight supper, dancing, free parking, and champagne at midnight. This event is sponsored solely by Mr. Elder and his associates, and will result in no financial risk to the Centre. Management will be working closely with Mr. Elder to ensure the success of the function, and will monitor all advertising so that it is clear the event is sponsored and produced by Mr. Elder.

4. Second Capital Appropriation

The Committees reviewed a submission for capital purchases from the 1983 allocation, in the total amount of $67,500. After discussing the matter, the Committees recommend that capital purchases in the total amount of $59,100 be approved in accordance with the rationale submitted with this agenda under the Audit/Finance report.

NOTE: The Committees approved the expenditure of $22,000 to correct the intake/exhaust air circulation in principle, subject to a legal opinion being obtained from the City Solicitor on the liability, if any, of the architect for the project, as this problem may be a design deficiency.

The approval of these purchases is subject to approval by the Audit/Finance Committee, and the Board of Directors. A request for additional capital funds to be transferred from the Capital Reserve of the City to the Convention Centre will be required and must be approved by City Council. This additional amount of $59,100 is included in the Centre's 1983 capital account of $107,000, previously approved by Council. This is the second draw on the Centre's 1983 capital allocation.

Respectfully submitted,

Keith L. Clark per ke

KEITH L. CLARK, CHAIRMAN,
ADMINISTRATION COMMITTEE

Bill B. Stetson per ke

BILL B. STETSON, CHAIRMAN,
OPERATIONS COMMITTEE

B. Cook
Secretary.

HAMILTON CONVENTION CENTRE

6(a)

MEMO TO THE BOARD OF DIRECTORS

RESPECTING SECOND 1983 CAPITAL ALLOCATION

It is recommended that the attached list of capital items in the total amount of $59,100 be approved, subject to the approval of the Audit/Finance Committee.

These items constitute a second draw on the Centre's 1983 capital account, previously approved in the amount of $107,000. The first draw against the capital account, in the sum of $39,500 has been expended, and it will be necessary to obtain the approval of City Council for a transfer of funds to be made from the City's Capital Reserve to the Convention Centre Capital accounts.

Attachment.

1983 CAPITAL BUDGET
Second Appropriation

1) STAFF CHANGE ROOMS/PARCEL CAGE ROOM $6,000.00

Staff change rooms are required for the part-time staff. Due to the large number of part-time staff at the Centre, our present change rooms do not suffice. The two change rooms will be located in the existing coat check areas on the first and second floors.

A parcel cage room is required as a secure area for the cashiers to count money and balance their receipts. At the present time, the Show Office adjacent to the Security Office on the first floor is used for that purpose. However, that room is required for a Show producer who rents the Exhibition Hall to promote a consumer or trade show.

The parcel cage room will be located in the existing storage area adjacent to Room 203.

2) MODIFICATION TO EXTERIOR PAVING BRICKS $1,500.00

Details as outlined in a report received from the City Architect's Office, a copy of which is attached for reference.

* 3) CORRECTION OF INTAKE/EXHAUST AIR CIRCULATION $22,000.00

Details as outlined in a report received from the City Architect's Office, a copy of which is attached for reference.

4) CONSTRUCTION OF BARRIERS CIVIC SQUARE PLAZA $ 2,200.00

In order to obtain a Liquor License for the patio area in the North-West section of the Plaza adjacent to the Art Gallery, it is necessary to construct wood partitions consisting of 4" X 4" posts and 2" X 8" rails at the two openings to the patio as well as

* Approval of this item was granted in principle, subject to a legal opinion being obtained from the City Solicitor on the liability, if any, of the architect for the project, as this may be a design deficiency.

4) (Cont'd)

across the two concrete bridges. These partitions are temporary and would be removed at the conclusion of each event.

5) MOVING TEXT DISPLAYS $ 2,500.00

To improve our directional signage and offer a better service to our clients, we recommend the purchase of two moving text displays.

One unit would be positioned at the Information Desk and the other at the top of the escalator at the second floor.

The text runs, rolls, flashes, jumps, changes speed and pauses in a 16 character display. The message can be programmed through a separate keyboard by our personnel. A copy of the advertising material is attached for reference.

With these displays, we could give our clients various information and directions regarding any function in the facility.

6) LIQUOR DISPENSERS $ 3,600.00

Additional liquor dispensers are required for the main bar on the first floor and for the remaining ten portable bars to ensure uniformity with liquor service and controls.

7) SIGN MACHINE $ 2,000.00

Interior signage is a prerequisite during busy periods in order to direct people through the facility. The sign machine will enable us to produce professional signage at any time.

8) DANCE FLOOR $ 7,500.00

We presently have two dance floors measuring 22' X 32' and 26' X 32', respectively. Both these floors are too large for our small function rooms.

8) (Cont'd)

These smaller rooms could be utilized for small weddings and dinner/dances and thereby increase our revenues.

If the Albion or Webster Room are available, they are utilized for smaller functions; however, it is very labour intensive to set up the floor and dismantle it at the conclusion of the function.

The purchase of an 18' x 18' floor would give us greater flexibility for bookings. Also the floor is designed so that any configurations within the 18' x 18' framework could be used.

9) COMMUNICATION RADIOS $2,600.00

We currently have ten communication radios which enable us to provide instant communication throughout the facility. During extremely busy periods, additional radios are required to fulfil the needs of the Centre. The purchase of two additional radios should suffice for most events.

10) BANQUET SERVICE CARTS 2,400.00

During busy periods, when there are several functions occurring at the same time, there are not enough banquet carts for clearning and returning dishes to the dishwashing area. At the present time, after a busy evening, there are trays of dishes in every conceivable area of the service corridors. The purchase of four units would alleviate this problem.

11) PLATFORM TRUCKS 2,000.00

An additional four trucks 24" x 48" are required for the loading dock area as well as for client and banquet use. During the busy periods, the present trucks do not meet the demand on the Centre of moving supplies, tables and equipment from one area to another.

12) CASH REGISTERS $4,800.00

Two additional Sweda Cash Registers are required so that we will be able to use cash registers for all functions. At the present time, we can only have four cashiers on cash registers. For any functions that require five or more cashiers, the ticket system is used.

TOTAL: $59,100.00

HAMILTON CONVENTION CENTRE - Improvement Projects to be considered for 1983 Capital Budget Financing

1) MacNab Street - area east of Shipping Office

Overview: - Currently, the grade of the exterior paving bricks is such that any water falling in this area is directed towards the building proper. This results in water entering the shipping office or ponding, i.e. collection of water outside on the bricks. Refer to attached sketch for location.

Action: - It is proposed that the grade of the bricks be altered so that water is directed away from the building. A rainwater drain would be suitably located to remove any standing water.

Cost: - Preliminary estimates by a reputable contractor indicate that the necessary work could be completed for $1,500.00. This estimate would include work to revise the paving bricks and installation of a drain, i.e. core drilling through concrete slab, hook-up of drain to rainwater drainage line, supply of materials.

2) Intake/Exhaust Air Circulation

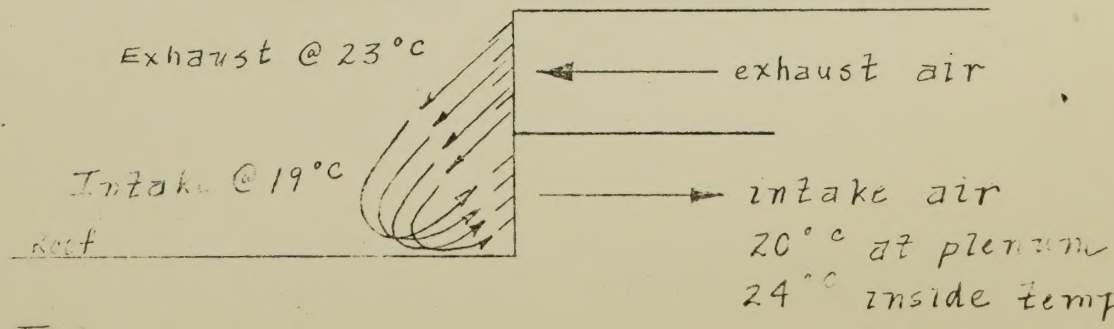
Overview: It has been reported by Central Utilities Plant staff that the current configuration of intake/exhaust ducts located at roof level does not allow for proper air circulation.

The problem arises when the outside temperature is of low enough degree to provide "free cooling" by circulating exterior air, for example:-

With outside air temperature of 9°C and inside air temperature of 24°C, there is a sufficient temperature differential so that interior cooling can be achieved by exhausting warm interior air and drawing in and circulating cool exterior air. The Chillers should not be required to provide cooling.

However, problem occurs at roof level exhaust/intake with interior air exhausted at 23°C and exterior air intake at 19°C and not 9°C which is the actual outside temperature. By the time exterior air is drawn through the intake, supply air has a temperature of 20°C at the plenum. When heat from lighting and persons in the building is added, the interior temperature rises to 24-26°C in person occupied areas.

Refer to sketch for clarification.



2) Intake/Exhaust Air Circulation - Cont'd.

Overview - Cont'd.

This problem can be attributed to short cycling at intake/exhaust outlet. With the exhaust air duct being located on top of the intake air duct, an insufficient amount of outside fresh air is drawn in. In fact, the intake duct draws a considerable volume of warm exhaust air back into the circulation pattern.

This problem can be attributed to:-

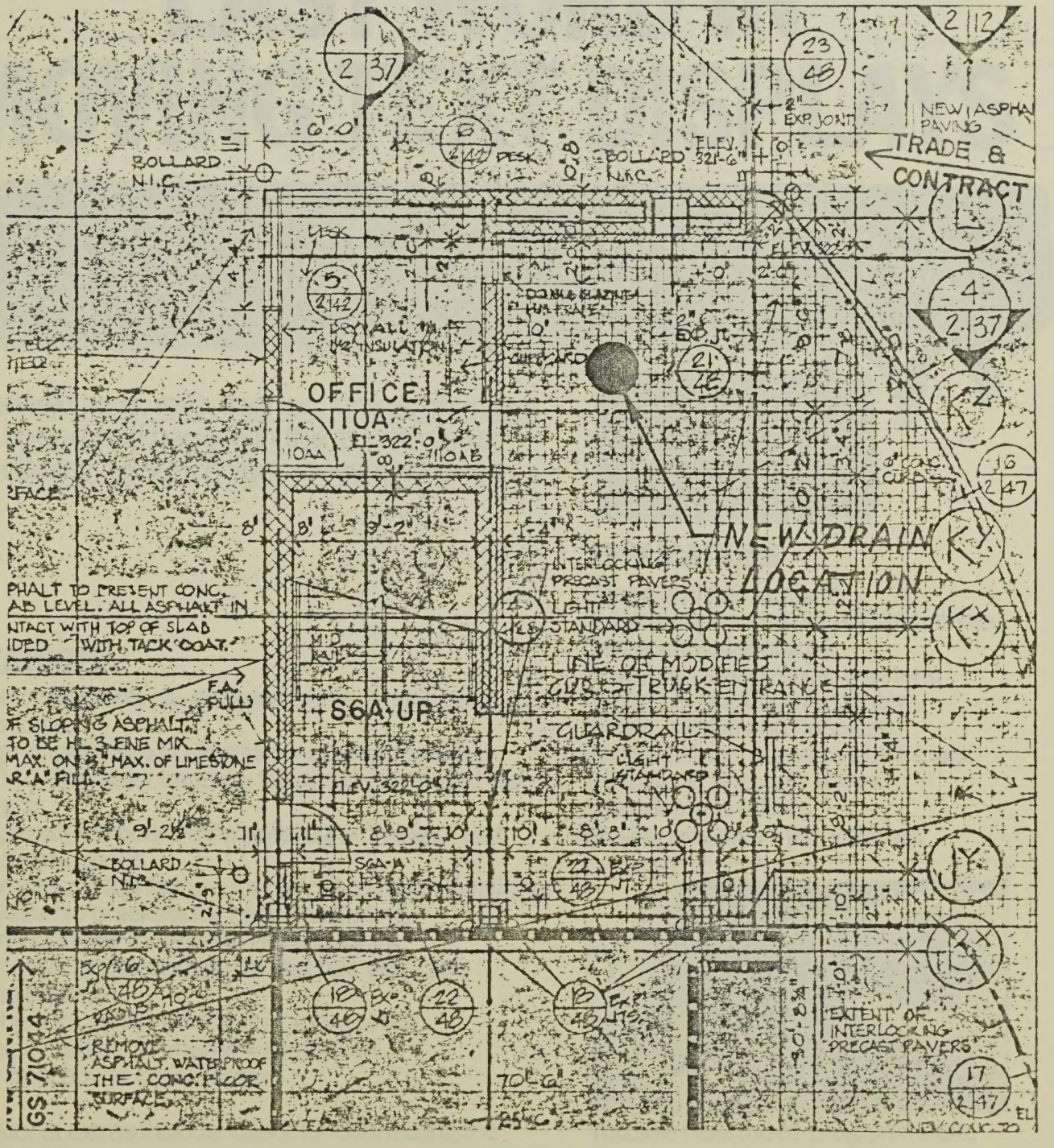
a) intake and exhaust ducts being located in same vicinity.

b) directional louvres of exhaust duct pointed down and directing warm exhaust air back onto intake.

Action:- It is proposed that the present exhaust duct outlet be extended by sheet metal modifications. This extension would also "curve" upward to deflect exhaust air away from intake inlet. This modification was discussed with Mr. Bill Carr, P.Eng., of Group Eight Engineering who has recommended similar changes at other buildings.

Cost: Preliminary estimates by Buss Roofing and Sheetmetal Contractors indicate that the necessary work, i.e. modification to approximately 208 lineal feet of exhaust louvres could be completed for $22,000.00.

BC:ph


NEW ASPHALT PAVING
TRADE & CONTRACT
2" EXP JOINT
ELEV. 321'-6"
BOLLARD N.I.C.
DESK
OFFICE
110A
EL. 322'-0"
DOUBLE GLAZED HM FRAME
ALL INSULATED
NEW DRAIN LOCATION
INTERLOCKING PRECAST PAVERS
LIGHT STANDARD
LINE OF MODIFIED CURB
TRUCK ENTRANCE
GUARDRAIL
LIGHT STANDARD
S6A UP
F.A. PULL
ELEV. 322'-0"
REMOVE ASPHALT WATERPROOF THE CONC. FLOOR SURFACE
EXTENT OF INTERLOCKING PRECAST PAVERS
ASPHALT TO PRESENT CONC. AB LEVEL. ALL ASPHALT IN CONTACT WITH TOP OF SLAB SIDED WITH TACK COAT.
OF SLOPING ASPHALT TO BE HL-3 FINE MIX MAX. ON 3" MAX. OF LIMESTONE OR "A" FILL.
GS 710 54

INTRODUCING THE LAST WORD IN MOVING TEXT DISPLAYS

The text runs, rolls, flashes, jumps, changes speed and pauses in the 16 character display, to punch your message home.

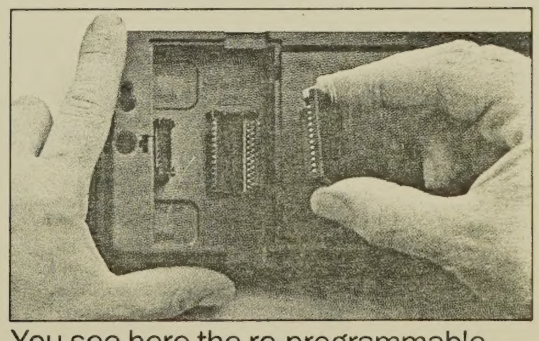
FEATURES

Interchangeable, re-programmable, plug-in text modules.
High brightness LED letters for optimal visibility.
2,040 Character capacity for virtually unlimited text length.
Separate keyboard for easy programming of text and instructions.
Remote control feature for difficult to reach locations.
Adjustable brackets for easy positioning.
Larger display for greater viewing range.
Simplified programming for fast text entry and modification.
Cables for synchronizing 2 or more units.
Built-in battery for memory protection.
Minimal power consumption.

Optional extras include: cable for connecting the MM-500 to a computer or terminal; "protected text" modules for supply to branch offices and chain stores.
Dimensions: 825 mm x 103 mm x 33 mm.
Operates on 12 V DC, or 9 V AC via new, toroidal core transformer.
Mains power supply: 110/220V AC 50/60 cycles.

APPLICATIONS

Shops and gas stations.
Supermarkets and department stores.
Banks and post offices.
Restaurants and movie theaters.
Airports and traffic info-centers.
Hotels, motels and hospitals.
Railroad stations and bus terminals.
Exhibitions, fairs and shows.
Factories and offices.
Moving and stationary vehicles.



You see here the re-programmable, interchangeable text module, actual size. This Textlite-designed, plug-in module provides the key to the MM-500's flexibility, versatility and simplicity of operation, featuring 5 year memory back-up, protected text facility, re-programmability and interchangeability.

TEXTLITE CANADA
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HAMILTON CONVENTION CENTRE

UNAUDITED OPERATING RESULTS

FOR THE NINE MONTH

PERIOD ENDED SEPTEMBER 30, 1983

INDEX

OPERATING RESULTS FOR

THE NINE MONTH PERIOD

ENDED SEPTEMBER 30, 1983

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Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

HAMILTON CONVENTION CENTRE

UNAUDITED FINANCIAL REPORT FOR THE

NINE MONTH PERIOD ENDED SEPTEMBER 30, 1983

Enclosed are the operating results for the month of September and the nine month period ended September 30, 1983, which indicate a deficit of approximately $27,775 and $292,575, respectively.

It should be noted that the Centre's operating deficit of $292,575 for the nine month period ended September 30, 1983, is well within its budget apportionment of $426,650. This is noteworthy since it indicates a budgetary surplus of approximately $134,075 which represents an increase of $20,651 over that previously reported for the eight month period ended August 31, 1983. The $134,075 surplus arose primarily due to the following reductions from budget:

(1) $33,623 in part-time labor costs (see page 21 attached);

(2) $18,973 in food and beverage costs (see page 22 attached);

(3) $46,074 in salary and benefit costs;

(4) $10,133 in repairs and maintenance charges controlled by the City architect's department;

(5) $6,417 in janitorial and security costs;

(6) $3,886 in banquet operating supplies; and

(7) $5,341 in legal fees.

REVENUES

Revenues for the nine month period ended September 30, 1983 are only $4,490 or 0.5% below budget. In comparison with 1982 actual revenues, current 1983 revenues are $2,046 or 0.2% lower.

con't....

A COMPARISON OF THE NINE
MONTH ACTUAL DEFICIT FOR 1983
WITH THAT INCURRED FOR 1982

The nine month actual deficit of $292,575 for 1983 compares very favorably with the $361,345 deficit for 1982 due largely to the following reductions from 1982 actual:

(1) $90,103 in advertising, promotion and travelling (marketing department) costs; and

(2) $35,095 in security and janitorial costs.

However, partially offsetting the above reductions was a $27,765 increase in professional fees for 1983 due primarily to the litigation and a $25,001 increase in total salaries, wages and fringe benefit costs.

If you have any questions, please contact either Mr. William Penfold, the General Managor or myself.

Yours very truly,

John A Leuser

John A. Leuser, B.Comm., C.A.
Director of Finance

October 17, 1983

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	Revenue:					
$ 216,906	Rentals, etc, 3301-10	$ 271,900	$ 197,450	$ 32,268	$ 202,000	74.3%
657,657	F & B Banquets, etc. 3301-20	1,052,000	691,500	90,732	687,888	65.4%
64,493	Other Operating Revenue 3301-30	76,100	52,550	7,255	47,122	61.9%
$ 939,056	Revenue from Operations	$1,400,000	$ 941,500	$ 130,255	$ 937,010	66.9%
1,300,401	Less Total Expenditures as shown on page 6.	1,928,550	1,368,150	158,030	1,229,585	63.8%
$ 361,345	Excess of Expenditures Over Revenue From Operations	$ 528,550	$ 426,650	$ 27,775	$ 292,575	55.4%
	Contribution From the City of Hamilton 3301-02	528,550	426,650	48,426	426,650	80.7%
	Budgetary Surplus	NIL	NIL	$ 20,651	$ 134,075	

Note: It should be noted that:

(1) The operating statements have been prepared on the accrual basis of accounting; and

(2) No provision for other than legal and audit fees has been made in the operating statement in respect of the litigation.

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 216,906	Rentals - 3301 - 10 -	$271,900	$ 197,450	$ 32,268	$202,000	74.3%
$ 77,951	Wentworth Exhibition Hall - 10	$ 95,000		$ 7,418	$ 69,155	72.8%
1,450	Display Windows - 11	$ 2,000		525	4,225	211.3%
27,712	Albion Room - 20	35,800		647	14,704	41.1%
1,140	Meeting Room No. 201 - 21	1,700		238	903	53.1%
6,348	Meeting Room No. 202 - 22	8,000		187	3,332	41.7%
3,702	Meeting Room No. 203 - 23	5,000		288	2,408	48.2%
900	Meeting Room No. 204 - 24	1,300		228	908	69.8%
1,963	Meeting Room No. 205 - 25	3,000		255	2,097	69.9%
4,920	Meeting Room No. 206 - 26	7,500		327	5,339	71.2%
65,693	Chedoke Banquet Hall - 30	80,000		16,190	74,725	93.4%
17,136	Webster Room - 31	21,500		4,046	18,250	84.9%
5,910	Meeting Room No. 314 - 32	8,000		549	2,817	35.2%
900	Hamilton Convention & Show Services - 40	1,200		100	900	75.0%
320	Grand Piano Rental - 55	400		60	660	165.0%
861	Rental of Tables, Chairs, Etc. - 60	1,500		1,210	1,577	105.1%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achived
$657,657	Food & Beverage Sales - Banquet - 3301 - 20 -	$ 1,052,000	$ 691,500	$ 90,732	$ 687,888	65.4%
$418,839	Food - 10	$ 675,000	$ 491,000	$ 55,379	$ 471,141	69.8%
25,440	Coffee, Juice (non-bar) Soft Drinks - 15	45,000		2,555	23,619	52.5%
77,595	Liquor - 35	120,000	200,500	12,898	89,038	74.2%
51,201	Beer - 40	90,000		10,256	41,392	46.0%
75,883	Wine - 45	107,000		8,315	54,684	51.1%
8,699	Soft Drinks (bar) and Fruit Punch - 50	15,000		1,329	8,014	53.4%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 64,493	Other Operating Revenue - 3301 - 30 -	$ 76,100	$ 52,550	$ 7,255	$ 47,122	61.9%
$ 5,402	Corrections To Prior Year Revenues - 12	$ -		$ -	$ -	- %
27,572	Audio-Visual Electrical, Lighting, & Operating Equipment Recoveries - 50	38,700		3,647	24,800	64.1%
159	Staff Time Recoveries - Bartenders - 60	300		12	315	105.0%
835	Staff Time Recoveries - Wait Staff - 61	1,200		-	131	10.9%
6,481	Staff Time Recoveries - Cashiers - 62	9,000		537	4,923	54.7%
7,748	Staff Time Recoveries - Security - 63	10,000		995	4,802	48.0%
1,201	Staff Time Recoveries - Room Preparation - 64	1,800		-	2,514	139.7%
1,900	Staff Time Recoveries - Janitors - 67	2,500		800	1,954	78.2%
288	Staff Time Recoveries - Elevator Operator - 68	400		-	120	30.0%
108	Corkage Recoveries - 70	200		-	-	- %

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 7,323	Ticket Sales - Amateur Sport Dinner Theatre and Other - 89	$ -		$ -	$ 768	- %
(7,323)	Settlement of Events Clearing - 90	-		-	(768)	- %
5,150	Cigarette Sales - 92	4,000		500	1,778	44.5%
285	Bell Canada Commission - 93	400		2	179	44.8%
-	Retail Sales Tax Compensation - 96	-		313	1,520	- %
6	Sale of Hamilton Games - 97	-		-	-	- %
7,358	Miscellaneous Recoveries - 99	7,600		449	4,086	53.8%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	EXPENDITURES - 3321 -					
$ 195,235	Administration - 01	$ 363,460	$ 283,470	$ 24,262	$ 256,710	70.6%
943	Management Staff Recruitment - 02	7,000	2,510	-	2,041	29.2%
15,437	Information Desk & Smoke Shop - 06	20,830	13,107	1,632	8,285	39.8%
4,924	Financial Expenditures - 08	18,300	13,264	2,602	11,419	62.4%
250,870	Building Maintenance - 10	353,380	248,449	28,899	221,319	62.6%
21,675	Purchasing/Receiving - 20	34,820	25,396	2,709	21,592	62.0%
188,874	Marketing & Sales Promotion - 30	130,590	93,295	10,290	86,973	66.6%
86,322	F & B Administration - 50	89,710	69,680	5,728	68,027	75.8%
260,161	F & B Kitchen - 52	422,220	295,325	33,533	270,437	64.1%
275,624	F & B Banquet - 54	488,240	323,654	48,082	282,395	57.8%
336	F & B Wastage - 58	-	-	293	387	- %
$1,300,401		$ 1,928,550	$1,368,150	$ 158,030	$1,229,585	63.8%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 195,235	Administration 3321 - 01 -	$ 363,460	$ 283,470	$ 24,262	$ 256,710	70.6%
$ 98,259	Salaries & Wages - 01	$ 198,900	$ 150,597	$ 16,851	$ 137,883	69.3%
4,656	Temporary Help - Office - 02	500	500	-	-	- %
678	Long Term Disability - 04	1,800	1,350	121	852	47.3%
7,959	Pensions - 05	14,460	10,925	1,000	9,162	63.4%
1,493	Unemployment Insurance - 07	4,540	3,340	311	2,531	55.7%
3,640	Medical & Hospital - 08	8,840	6,530	986	5,769	65.3%
1,568	Group Life Insurance - 10	3,000	2,097	153	1,324	44.1%
13,658	Telephones & Telegrams - 11	18,000	13,087	1,771	12,771	71.0%
1,684	Postage - 16	2,400	1,675	230	1,417	59.0%
5,752	Office Supplies & Stationery - 21	7,100	5,600	283	4,085	57.5%
166	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	-	-	8	(28)	- %
2,766	Rental To Hamilton Place In Order To Re-Schedule - 28	-	-	-	-	- %
447	Repairs & Maintenance - Office Equipment - 31	1,000	720	40	216	21.6%
160	Licences and Permits - 43	500	365	-	190	38.0%
(105)	Bank Charges - 44	100	20	(3)	(2)	- %

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 99	Service Charges - 45	$ 300	$ 210	$ 1	$ 102	34.0%
396	Brinks Charges - Transportation of Money - 46	900	462	66	286	31.8%
5,320	Consultant's Fees - 56	8,610	8,610	-	8,603	99.9%
744	Entertainment Expenses - General Manager - 61	1,000	635	(13)	318	31.8%
369	Entertainment Expenses - Assist. Gen. Man. - 62	-	-	-	-	- %
-	Board of Directors Meetings - 63	2,240	920	3	571	25.5%
(27)	(Over) & Short - 66	-	-	8	(5)	- %
-	Office Equipment - 71	1,000	750	-	171	17.1%
12,085	Rental - Office Equipment - 83	16,000	11,600	1,538	11,395	71.2%
(37)	Travelling - 91	1,000	727	25	81	8.1%
586	Car Allowance - 92	-	-	-	-	- %
583	Memberships & Subscriptions - 93	1,500	1,260	-	1,127	75.1%
-	Training Courses - 94	1,650	870	100	1,073	65.0%
9,000	Audit Fees - 97	12,720	9,540	783	11,079	87.1%
23,336	Legal Fees - 98	55,400	51,080	-	45,739	82.6%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	The Month Of September, 1983	The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 943	Management Staff Recruitment 3321 - 02 -	$ 7,000	$ 2,510	$ -	$ 2,041	29.2%
$ 884	Recruiting Costs - 12	$ 7,000	$ 2,510	$ -	2,041	29.2%
-	Consultant's Fees - 60	-	-	-	-	- %
59	Relocation Cost - Staff - 96	-	-	-	-	- %

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 15,437	Information Desk & Smoke Shop - 3321 - 06 -	$ 20,830	$ 13,107	$ 1,632	$ 8,285	39.8%
$ 10,184	Temporary Help - 02	$ 16,200	$ 10,000	$ 1,171	$ 6,327	39.1%
197	Pensions - 05	420	258	14	80	19.0%
282	Unemployment Insurance - 07	560	342	25	170	30.4%
4,504	Tobacco Supplies - 23	3,000	2,019	368	1,223	40.8%
270	Cigarette Machine Rental - 87	650	488	54	485	74.6%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 4,924	Financial Expenditures 3321 - 08 -	$ 18,300	$ 13,264	$ 2,602	$ 11,419	62.4%
$ 8	Credit Bureau Charges - 47	$ 100	$ 75	$ -	$ 21	21.0%
43	Provision for Collection Fees - 48	200	149	-	-	- %
5,400	Provision For Bad Debts - 49	6,000	4,500	500	4,500	75.0%
-	Replacement - China - 71	2,000	1,430	1,464	1,603	80.2%
-	Replacement - Glassware - 72	5,000	3,460	181	4,118	82.4%
(839)	Replacement - Silver - 73	1,000	730	306	306	30.6%
-	Replacement - Linen - 74	4,000	2,920	151	871	21.8%
-	Replacement - Furniture - 75	-	-	-	-	- %
-	Replacement - Interior Decorations - 76	-	-	-	-	- %
312	Replacement - Kitchenware - 77	-	-	-	-	- %

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 250,870	Building Maintenance - 3321 - 10 -	$ 353,380	$ 248,449	$ 28,899	$ 221,319	62.6%
$ 15,092	Salaries & Wages - 01	$ 18,430	$ 13,667	$ 1,532	$ 13,321	72.3%
2,822	Temporary Help - 02	12,000	8,052	23	465	3.9%
136	Long Term Disability Premium - 04	190	143	12	70	36.8%
1,057	Pensions - 05	1,680	1,240	108	949	56.5%
304	Unemployment Insurance - 07	1,070	760	49	407	38.0%
590	Medical & Hospital - 08	1,470	1,073	111	979	66.5%
150	Group Life Insurance - 10	210	150	13	119	56.7%
4,050	Water Rates and Sewer Surcharge - 13	6,000	4,500	500	4,500	75.0%
1,842	Garbage Disposal - 19	1,500	725	158	842	56.1%
1,947	Decorations - 21	1,000	-	128	128	12.8%
985	Cleaning & Washroom Supplies - 22	5,150	3,850	164	2,405	46.7%
453	Operating Supplies - 23	1,000	750	(40)	838	83.8%
57,000	Repairs & Maintenance - Engineering (0333-0999) Responsibilities - 31	113,380	80,270	8,726	70,137	61.9%
14,034	Repairs & Maintenance - Building - 33	21,200	13,619	1,469	15,154	71.5%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 19,502	Insurance - Fire and Liability - 42	$ 32,000	$ 24,000	$ 2,666	$ 24,000	75.0%
41,204	Contractual Services - Janitorial - 57	47,000	31,750	4,415	28,250	60.1%
71,574	Contractual Services - Security - 58	72,000	52,350	7,043	49,433	68.7%
8,328	Contractual Services - Various - 60	9,000	6,300	954	5,101	56.7%
9,257	Security - Recoverable From Events - 61	8,000	4,500	862	3,931	49.1%
543	Small Tools - 73	800	600	6	290	36.3%
-	Furnishings & Decorations - 74	-	-	-	-	- %
-	Rental - Maintenance Equipment - 88	300	150	-	-	- %

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 21,675	Purchasing/Receiving - 3321 - 20 -	$ 34,820	$ 25,396	$ 2,709	$ 21,592	62.0%
$ 13,181	Salaries and Wages - 01	$ 19,800	$ 14,850	$ 1,676	$ 14,850	75.0%
4,539	Temporary Help - 02	10,000	6,715	680	3,758	37.6%
110	Long Term Disability Premium - 04	190	142	12	124	65.3%
1,053	Pensions - 05	1,650	1,235	133	1,140	69.1%
375	Unemployment Insurance - 07	1,000	745	79	559	55.9%
851	Medical and Hospital - 08	1,470	1,072	110	979	66.6%
116	Group Life Insurance - 10	210	150	14	124	59.0%
1,450	Operating Supplies - 23	500	487	5	58	11.6%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$188,874	Marketing and Sales Promotion 3321 - 30 -	$ 130,590	$ 93,295	$ 10,290	$ 86,973	66.6%
$ 57,024	Salaries & Wages - 01	$ 65,200	$ 47,999	$ 4,909	$ 47,808	73.3%
367	Long Term Disability Premium - 04	700	517	23	219	31.3%
4,078	Pensions - 05	5,100	3,760	362	3,380	66.3%
698	Unemployment Insurance - 07	1,940	1,431	129	1,103	56.9%
1,898	Medical and Hospital - 08	3,200	2,322	267	1,627	50.8%
612	Group Life Insurance - 10	950	679	25	243	25.6%
111,317	Advertising and Promotion - 12	43,000	29,922	2,635	26,142	60.8%
401	Office Supplies - 21	1,500	1,080	39	768	51.2%
186	Entertainment Expense - Sales Manager - 61	1,500	1,125	40	710	47.3%
728	Entertainment Expense - Sales Rep.- 63 (1982 - Dir. of Marketing)	1,000	550	(1)	40	4.0%
7,330	Travelling - 91	4,000	2,250	1,853	2,402	60.1%
3,600	Car Allowance - 92	1,000	400	-	1,000	100.0%
635	Memberships & Subscriptions - 93	1,500	1,260	9	1,531	2.1%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 86,322	Food and Beverage - Administration & Client Services 3321 - 50 -	$ 89,710	$ 69,680	$ 5,728	$ 68,027	75.8%
$ 71,521	Salaries and Wages - 01	$ 74,650	$ 57,862	$ 5,482	$ 57,967	77.7%
	Gratuity Recoveries on Salaries - 02	(10,370)	(6,817)	(739)	(6,980)	67.3%
566	Long Term Disability Premium - 04	850	638	42	475	55.9%
5,196	Pensions - 05	5,670	4,257	360	4,596	81.1%
2,187	Workmen's Compensation - 06	6,000	3,900	-	4,142	69.0%
959	Unemployment Insurance - 07	1,940	1,444	142	1,220	62.9%
2,344	Medical and Hospital - 08	3,000	2,175	140	1,634	54.5%
684	Group Life Insurance - 10	990	716	47	467	47.2%
2,501	Office Supplies and Printing (Menus and Tickets) - 21	6,000	4,725	145	4,099	68.3%
87	Laundry and Rental - 27	-	-	-	-	- %
77	Entertainment Expense - Catering/ Client Services - Manager - 60	600	450	109	225	37.5%
41	Entertainment Expense- Catering/ Client Services Rep. (1982-Dir. of Catering) - 61	200	150	-	37	18.5%
14	Travelling - 91	-	-	-	-	- %
145	Memberships and Subscriptions - 93	180	180	-	145	80.6%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	The Month Of September, 1983	The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 260,161	Food and Beverage - Kitchen 3321 - 52 -	$ 422,220	$ 295,325	$ 33,533	$ 270,437	64.1%
$ 60,038	Salaries and Wages - 01	$ 100,810	$ 74,009	$ 5,814	$ 71,203	70.6%
	Gratuity Recovery on Salaries - 02	(20,740)	(13,634)	(1,478)	(13,960)	67.3%
9,136	Temporary Help - Cooks and Kitchen - 03	13,680	9,329	2,091	8,840	64.6%
549	Long Term Disability Premium - 04	1,050	783	48	507	48.3%
5,025	Pensions - 05	8,260	5,975	382	5,326	64.5%
1,485	Unemployment Insurance - 07	4,160	3,007	195	2,095	50.4%
2,913	Medical and Hospital - 08	5,100	3,617	385	3,590	70.4%
20,366	Temporary Help - Stewarding - 09	34,720	22,821	2,347	17,739	51.1%
506	Group Life Insurance - 10	980	698	41	503	51.3%
9,806	Cleaning and Operating Supplies - 23	13,000	9,170	1,913	9,794	75.3%
670	Repairs & Maintenance - Kitchen Equipment - 32	9,000	7,650	267	7,094	78.8%
149,667	Food Cost - 64	252,000	171,850	21,528	157,700	62.6%
-	Rental - Operating Equipment - 88	200	50	-	6	3.0%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 275,624	Food and Beverage - Banquet 3321 - 54 -	$ 488,240	$ 323,654	$ 48,082	$ 282,395	57.8%
	Salaries and Wages - 01	$ 90,310	$ 64,744	$ 7,564	$ 59,334	65.7%
$ 18,291	Gratuity Recovery on Salaries - 02	(20,740)	(13,634)	(1,478)	(13,960)	67.3%
17,385	Temporary Help - Cashiers - 03	26,890	17,675	3,132	11,928	44.4%
85	Long Term Disability Premium - 04	900	656	31	221	24.6%
2,938	Pensions - 05	9,560	6,925	858	6,113	63.9%
49,294	Temporary Help - Service Staff - 06	77,250	50,829	7,486	44,796	58.0%
1,778	Unemployment Insurance - 07	7,600	5,485	769	4,164	54.8%
1,395	Medical and Hospital - 08	5,100	3,620	313	2,242	44.0%
42,946	Temporary Help - Porter Staff - 09	70,550	47,367	7,565	45,752	64.9%
110	Group Life Insurance - 10	800	580	51	391	48.9%
50	Contractual Services - Entertainment - 19	500	379	-	-	- %
9,048	Operating Supplies - 23	21,000	15,175	1,946	11,289	53.8%
2,456	Meeting Room Supplies - 24	6,000	4,027	1,471	2,705	45.1%
19,109	Uniforms, Clothing and Laundry - 27	16,000	10,550	1,703	10,029	62.7%
	Linen Cleaning - 28	20,500	13,450	1,811	12,339	60.2%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 54	Repairs to banquet & meeting room equipment - 32	$ 2,500	$ 1,771	$ 170	$ 967	38.7%
75,442	Beverage Costs - 65	119,520	72,180	10,740	65,632	54.9%
35,243	Rental - Operating Equipment - 88	34,000	21,875	3,950	18,453	54.3%

Actual Operating Results For The Nine Month Period Ended September 30, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Nine Month Period Ended September 30, 1983	Actual Operating Results For The Month Of September, 1983	Actual Operating Results For The Nine Month Period Ended September 30, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 336	Food and Beverage - Wastage and Staff Refreshment 3321 - 58 -	$ -	$ -	$ 293	$ 387	- %
$ -	Food - Wastage - 64	$ -	$ -	$ -	$ -	- %
258	Liquor - Wastage/Breakage - 65	-	-	293	387	- %
78	Liquor, Beer, Etc. - Theft - 66	-	-	-	-	- %

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION

REPORT FOR THE PERIOD OF

JANUARY 1, 1983 TO SEPTEMBER 30, 1983

	Actual		Budget Based On Actual Revenues Achieved		
Part-time Staff	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Over (Under) Budget
Cashiers	$ 7,005	1.0% (1)	$ 11,694	1.7%	$ (4,689)
Cooks & Kitchen	8,840	1.8% (2)	9,400	1.9%	(560)
Stewarding	17,739	2.6% (1)	22,700	3.3%	(4,961)
Service	44,350	6.4% (1)	49,528	7.2%	(5,178)
Porter	43,118	4.8 (3)	46,274	5.2%	(3,156)
Information Desk	6,327	0.71% (3)	10,857	1.22%	(4,530)
Maintenance Help	465	0.05% (3)	8,009	0.9%	(7,544)
Storeman	3,758	0.42% (3)	6,763	0.76%	(3,005)
	$131,602		$ 165,225		$(33,623)

(1) As a% of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of September, 1983, the Centre was over-budget in respect of part-time labour to the extent of $1,838.00.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE PERIOD OF JANUARY 1st, 1983 TO SEPTEMBER 30, 1983

	Actual		Budget		
Item	Amount	%	Amount	%	Over (Under) Budget
Food Costs	$157,700	31.9%	$173,166	35.0%	$ (15,466)
Beverage Costs	66,019	34.2%	69,526	36.0%	(3,507)
	$223,719		$242,692		$ (18,973)

COMMENTS BY THE DIRECTOR OF FINANCE:

For the month of September, 1983, the Centre realized food and beverage cost percentages of 37.2% and 33.6%, respectively. This resulted in September being over-budget by $477 in respect of total food and beverage costs.

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT SEPTEMBER 30, 1983

WITH THAT AT JUNE 30, 1983,

MARCH 31, 1983 AND DECEMBER 31, 1982

Type of Inventory	September 30, 1983	June 30, 1983	March 31, 1983	December 31, 1982
Liquor/Wine/Beer	$ 50,116.16	$ 28,039.73	$ 32,127.88	$ 32,282.20
Food	29,919.19	19,323.59	23,250.66	23,736.45
Tobacco	485.79	312.36	459.29	386.58
Dry Goods	11,089.74	8,762.31	10,933.32	12,307.84
Pop Cannisters	4,446.00	3,540.00	4,538.00	4,400.00
	$ 96,056.88	$ 59,977.99	$ 71,309.15	$ 73,113.07

COMMENTS BY THE DIRECTOR OF FINANCE:

Our level of inventories increased due to:

(1) an upturn in business activity;

(2) additional purchases of liquor and wine in order to avoid significant L.C.B.O. price increases; and

(3) purchases of draft beer for Oktoberfest.

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT SEPTEMBER 30, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
$ 158,915	$ 52,894 (1)	$105,928 (2)	$ 93	$ -
100%	33.3%	66.65%	.05%	- %

(1) AS at October 18, 1983 subsequent payments of $43,851 have been received.

(2) AS at October 18,1983 subsequent payments of $105,398 have been received.

6(c)

HAMILTON CONVENTION CENTRE

1984 OPERATING BUDGET

I N D E X

Page	Description
1.	1984 Operating Budget Highlights
2.	Composition of 1984 Budgeted Deficit
3. & 4. & 5.	Breakdown of 1984 budgeted salaries
	1984 Operating Budget

November 10, 1983

HAMILTON CONVENTION CENTRE

1984 OPERATING BUDGET HIGHLIGHTS

1. The budgeted 1984 operating deficit is $490,000, inclusive of an increase in advertising, promotion and marketing travelling costs of $122,530 for 1984. It should be noted that this budgeted deficit of $490,000 represents a decrease of 7.3% over the 1983 budgeted deficit of $528,500.

2. Revenues in 1984 have been budgeted at $1,650,000. Our current 1983 revenue budget is $1,400,000. It should, however, be noted that 1983 annual revenues have been conservatively estimated at $1,500,000.

3. In addition to salary range step increases for all full-time staff, the budget assumes a 5% general rate increase.

4. The Centre's full-time staff complement is expected to increase by one in 1984. Our director of operations is recommending that a second cook be hired effective March 1, 1984. This position was already reflected in the 1983 budget, effective September 1, 1983.

5. No costs have been budgeted in 1984 in respect of the litigation.

Composition of 1984

Budgeted Deficit

Budgeted operating deficit for 1984, excluding incremental advertising, promotion and marketing travelling costs	$ 367,470
Add incremental advertising, promotion and marketing travelling costs which is contingent on the hotel going forward (shown as expansion of service)	122,530
1984 Budgeted Deficit	$ 490,000

It should be noted that this budgeted deficit of $490,000 represents a decrease of 7.3% over the 1983 budgeted deficit of $528,550.

HAMILTON CONVENTION CENTRE

I have attached a breakdown of the Convention Centre's 1984 budgeted salaries, which is based on the following assumptions:

(1) All Convention Centre staff will be entitled to receive both their general 5% rate increase effective January 1, 1984 and their salary range step increase (effective various dates depending on when staff were hired or promoted). The effect on the budget of granting these increases will be $53,522, excluding the cost of fringe benefits.

(2) The Board of Directors will approve the hiring of a second cook, effective March 1, 1984. The other new position of banquet secretary has however been dropped from the 1984 budget. It should be noted that both these positions were included (effective September 1, 1983) in our 1983 operating budget.

(3) The General Manager's salary reclassification, which is in accordance with Thorne, Stevenson & Kellogg's salary report will be submitted and approved by City Council.

John A Leuser

John A. Leuser
Director of Finance

HAMILTON CONVENTION CENTRE

BREAKDOWN OF 1984 BUDGETED SALARIES

	1984 Budget	Present 1983 Annual Salary
Administration		
General Manager	$ 52,702	$ 45,885
Director of Operations (Jan. 1 - $45,990: April 1 - $48,195)	47,831	43,800
Director of Finance	43,532	39,500
Executive Secretary	26,983	24,600
Accounting Supervisor	20,870	18,800
Clerk/Typist	15,178	13,700
Receptionist (Jan. 1 - $13,650; July 1 - $14,385)	14,073	13,000
	$221,169	$199,285
Rounded To	$221,170	
Building Maintenance		
Maintenance Man	$ 19,921	$ 18,100
Rounded To	$ 19,930	
Purchasing/Receiving		
Purchaser	$ 21,819	$ 19,800
Rounded To	$ 21,820	
Marketing/Sales		
Sales Manager (Jan. 1 - $31,290; July 1 - $32,760)	$ 32,151	$ 29,800
Sales Representative	22,451	20,800
Sales Secretary (Jan. 1 - $15,330; July 1 - $16,170)	15,812	14,600
	$ 70,414	$ 65,200
Rounded To	$ 70,420	

	1984 Budget	Present 1983 Annual Salary
Food & Beverage Administration and Client Services		
Client Services Manager (Jan. 1 - $27,195; July 1 - $28,455)	$ 27,935	$ 25,900
Client Services Representative	25,929	23,500
Client Services Co-Ordinator/Secretary	16,970	15,400
	$ 70,834	$ 64,800
Rounded To	$ 70,840	
Food & Beverage Kitchen		
Executive Chef (Jan. 1 - $39,375; Oct. 1 - $41,475)	$ 40,060	$ 37,500
Executive Sous Chef (Jan. 1 - $24,675; Oct. 1 - $25,830)	25,063	23,500
First Cook	20,765	18,900
Second Cook (new position effective March 1, 1984)	12,860	12,248
Chief Steward	19,816	16,000
	$118,564	$108,148
Rounded To	$118,570	
Food & Beverage - Banquets		
Banquet Manager (Jan. 1 - $34,650; April 1 - $36,330)	$ 36,051	$ 33,000
Assistant Banquet Manager (Jan. 1 - $19,740; April 1 - $20,790)	20,608	18,800
Head Bartender (Jan. 1 - $19,740; April 1 - $20,790)	20,345	18,800
Head Cashier	20,870	18,800
	$ 97,874	$ 89,400
Rounded To	$ 97,880	
Grand Total	$620,630	$564,733
Less cost of additional working day in 1984	$ 2,375	
	$618,255	
Effect of granting staff their step increase and a general 5% rate increase	$ 53,522 or 9.5%	

1984 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT (1)	ACCT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3301		HAMILTON CONVENTION CENTRE										
	02	THE CITY OF HAMILTON										
	46	MUNICIPAL CONTRIBUTION	528,550 (1)	528,550	230,680-	69,600	122,530	490,000		490,000	38,550-	7.3-
		ACTIVITY TOTALS		528,550	230,680-	69,600	122,530	490,000		490,000	38,550-	7.3-
	10	RENTALS										
	00	1983 PROJECTED ACTUAL	271,900									
	10	WENTWORTH EXHIBITION HALL		95,000	13,000+			108,000		108,000	13,000+	13.7+
	11	DISPLAY WINDOWS		2,000	3,500+			5,500		5,500	3,500+	175.0+
	12	CONCOURSE										
	20	ALBION ROOM		35,800	4,200+			40,000		40,000	4,200+	11.7+
	21	MEETING ROOM NO. 201		1,700	250+			1,950		1,950	250+	14.7+
	22	MEETING ROOM NO. 202		8,000	1,200+			9,200		9,200	1,200+	15.0+
	23	MEETING ROOM NO. 203		5,000	700+			5,700		5,700	700+	14.0+
	24	MEETING ROOM NO. 204		1,300	200+			1,500		1,500	200+	15.4+
	25	MEETING ROOM NO. 205		3,000	600+			3,600		3,600	600+	20.0+
	26	MEETING ROOM NO. 206		7,500	1,500+			9,000		9,000	1,500+	20.0+
	30	CHEDOKE BANQUET HALL		80,000	11,000+			91,000		91,000	11,000+	13.8+
	31	WEBSTER ROOM		21,500	2,500+			24,000		24,000	2,500+	11.6+
	32	MEETING ROOM 314		8,000	300-			7,700		7,700	300-	3.8-
	40	HAMILTON CONVENTION AND SHOW SERVICES		1,200		300		1,500		1,500	300+	25.0+
	55	GRAND PIANO RENTAL		400	600+			1,000		1,000	600+	150.0+

(1) Includes an expected budgetary surplus of $253,550 which has been reflected on page 112 as a provision for capital expenditures item.

ACCOUNT DEPT (1)	A C T (1)	O B J (1)	D E T (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3301				HAMILTON CONVENTION CENTRE										
	10			RENTALS										
		60		RENTAL OF TABLES, CHAIRS		1,500				1,500		1,500		
				ACTIVITY TOTALS	294,000	271,900	38,950+	300		311,150		311,150	39,250+	14.4+
	20			FOOD AND BEVERAGE SALES-BANQUET										
		00		1983 PROJECTED ACTUAL	1,129,900									
		10		FOOD		675,000	140,000+			815,000		815,000	140,000+	20.7+
		15		COFFEE, TEA, JUICE AND (NON-BAR) SOFT DRINKS		45,000	8,000+			53,000		53,000	8,000+	17.8+
		35		LIQUOR		120,000	14,260+	10,740		145,000		145,000	25,000+	20.8+
		40		BEER		90,000	2,600+	7,400		100,000		100,000	10,000+	11.1+
		45		WINE		107,000	10,600+	9,400		127,000		127,000	20,000+	18.7+
		50		SOFT DRINKS (BAR) AND FRUIT PUNCH		15,000	2,000+			17,000		17,000	2,000+	13.3+
				ACTIVITY TOTALS	1,129,900	1052,000	177,460+	27,540		1257,000		1257,000	205,000+	19.5+
	30			OTHER OPERATING REVENUE										
		00		1983 PROJECTED ACTUAL	76,100									
		50		AUDIO-VISUAL ELECTRICAL, LIGHTING & OPERATING EQUIPMENT RECOVERIES		38,700	5,300+			44,000		44,000	5,300+	13.7+
		60		STAFF TIME RECOVERIES-BARTENDERS		300	400+			700		700	400+	133.3+

ACCOUNT DEPT (1)	ACCT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3301		HAMILTON CONVENTION CENTRE										
	30	OTHER OPERATING REVENUE										
	61	STAFF TIME RECOVERIES-WAIT STAFF		1,200	890-			310		310	890-	74.2-
	62	STAFF TIME RECOVERIES-CASHIER		9,000				9,000		9,000		
	63	STAFF TIME RECOVERIES-SECURITY		10,000				10,000		10,000		
	64	STAFF TIME RECOVERIES-PORTERS		1,800	1,700+			3,500		3,500	1,700+	94.4+
	67	STAFF TIME RECOVERIES-JANITORS		2,500	1,500+			4,000		4,000	1,500+	60.0+
	68	STAFF TIME RECOVERIES-ELEVATOR OPERATOR		400	400-						400-	
	70	CORKAGE RECOVERIES		200	200-						200-	
	89	TICKET SALES-AMATUER SPORT DINNER THEATRE AND OTHER										
	90	SETTLEMENT OF EVENTS-CLEARING										
	91	TICKET SALES-OPENING BALL DINNER AND DANCE										
	92	CIGARETTE SALES		4,000	1,360-			2,640		2,640	1,360-	34.0-
	93	BELL CANADA COMMISSION		400	100-			300		300	100-	25.0-
	94	RETAIL SALES TAX COLLECTION COMMISSIONS			900+			900		900	900+	
	97	SALE OF "HAMILTON" GAMES										
	99	MISCELLANEOUS RECOVERIES		7,600	1,100-			6,500		6,500	1,100-	14.5-

HAMILTON CONVENTION CENTRE

1984 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT ACT OBJ DET	DESCRIPTION	PROJECTED 1983 ACTUAL	1983 ESTIMATE	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE-	INFLATIONARY COST	EXPANSION SERVICE LEVEL	1984 ORIGINAL ESTIMATE	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE-	1984 RESULTANT APPROPRIATION	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT	PERCENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
							(4+5+6+7)		(8+9)	(10-4)	(11/4)
3301	HAMILTON CONVENTION CENTRE										
30	OTHER OPERATING REVENUE										
	ACTIVITY TOTALS	76,100	76,100	5,750+			81,850		81,850	5,750+	7.6+
	TOTAL BUDGET REQUEST	2,028,550		8,520-		122,530				211,450+	
			1,928,550		97,440		2,140,000		2,140,000		11.0+

1984 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT ACCT BUDGET (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
REVENUE	GRAND TOTALS	2,028,550		8,520-		122,530				211,450+	
	3301 - 3319		1,928,550		97,440		2,140,000		2,140,000		11.0+

ACCOUNT DEPT	ACCT OBJT	DESCRIPTION	PROJECTED 1983 ACTUAL	1983 ESTIMATE	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE-	INFLATIONARY COST	EXPANSION SERVICE LEVEL	1984 ORIGINAL ESTIMATE	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE-	1984 RESULTANT APPROPRIATION	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT
(1)		(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3321		HAMILTON CONVENTION CENTRE										
01		ADMINISTRATION										
	01	SALARIES AND WAGES	187,720	198,900	11,740+	10,530		221,170		221,170	22,270+	11.2+
	02	TEMPORARY HELP-OFFICE		500	1,490+			1,990		1,990	1,490+	298.0+
	04	LONG TERM DISABILITY PREMIUM	1,250	1,800	20-	90		1,870		1,870	70+	3.9+
	05	PENSIONS	12,150	14,460	200+	740		15,400		15,400	940+	6.5+
	07	UNEMPLOYMENT INSURANCE	3,500	4,540	600-	440		4,380		4,380	160-	3.5-
	08	MEDICAL AND HOSPITAL	8,100	8,840	40-			8,800		8,800	40-	.5-
	10	GROUP LIFE INSURANCE	1,850	3,000	220-	140		2,920		2,920	80-	2.7-
	11	TELEPHONES	17,950	18,000	50-	1,550		19,500		19,500	1,500+	8.3+
	16	POSTAGE	2,100	2,400				2,400		2,400		
	21	OFFICE SUPPLIES AND STATIONERY	6,800	7,100	500-	400		7,000		7,000	100-	1.4-
	25	COMPENSATION TO CLIENT/ GUEST FOR LOST ITEMS, CLEANING, ETC.	100		200+			200		200	200+	
	31	REPAIRS AND MAINTENANCE-OFFICE EQUIPMENT	350	1,000	50-	50		1,000		1,000		
	43	LICENCES AND PERMITS	400	500	30-	30		500		500		
	44	BANK CHARGES		100				100		100		
	45	SERVICE CHARGES	200	300				300		300		
	46	BRINK'S CHARGES-TRANSPORTATION OF MONEY	572	900	150-	50		800		800	100-	11.1-
	47	CREDIT BUREAU CHARGES	50	100				100		100		
	48	PROVISION FOR COLLECTION FEE	150	200				200		200		

ACCOUNT DEPT	ACCOUNT DESCRIPTION	PROJECTED 1983 ACTUAL	1983 ESTIMATE	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE-	INFLATIONARY COST	EXPANSION SERVICE LEVEL	1984 ORIGINAL ESTIMATE	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE-	1984 RESULTANT APPROPRIATION	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT	PERCENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
3321	HAMILTON CONVENTION CENTRE										
01	ADMINISTRATION										
49	PROVISION FOR BAD DEBTS	1,000	6,000	1,200-			4,800		4,800	1,200-	20.0-
56	CONSULTANTS' FEES	8,603	8,610	8,610-						8,610-	
61	ENTERTAINMENT EXPENSES-GENERAL MANAGER	731	1,000	560+			1,560		1,560	560+	56.0+
63	BOARD OF DIRECTORS MEETINGS	900	2,240				2,240		2,240		
71	OFFICE EQUIPMENT	1,000	1,000	500-			500		500	500-	50.0-
83	RENTAL-OFFICE EQUIPMENT (XEROX)	15,900	16,000	6,000+			22,000		22,000	6,000+	37.5+
91	TRAVELLING	1,450	1,450	1,010+			2,460		2,460	1,010+	69.7+
93	MEMBERSHIP AND SUBSCRIPTIONS	1,400	1,500	500+	100		2,100		2,100	600+	40.0+
94	TRAINING COURSES	1,550	1,650	1,470+	180		3,300		3,300	1,650+	100.0+
97	AUDIT FEES	13,432	13,440	3,440-			10,000		10,000	3,440-	25.6-
98	LEGAL FEES	45,739	51,400	43,400-			8,000		8,000	43,400-	84.4-
	ACTIVITY TOTALS	334,957	366,930	35,640-	14,300		345,590		345,590	21,340-	5.8-
02	MANAGEMENT STAFF RECRUITMENT										
12	RECRUITING COSTS	2,041	2,050	2,050-						2,050-	
	ACTIVITY TOTALS	2,041	2,050	2,050-						2,050-	100.0-

ACCOUNT DEPT	ACCT	ADJ CODE	DESCRIPTION	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321			HAMILTON CONVENTION CENTRE										
	06		INFORMATION DESK AND SMOKE SHOP										
		02	TEMPORARY HELP	10,600	16,200	770-	770		16,200		16,200		
		05	PENSIONS	150	420	180-	20		260		260	160-	38.1-
		07	UNEMPLOYMENT INSURANCE	300	560	30-	30		560		560		
		23	TOBACCO SUPPLIES	1,850	3,000	1,100-			1,900		1,900	1,100-	36.7-
		87	CIGARETTE MACHINE RENTAL	650	650				650		650		
			ACTIVITY TOTALS	13,550	20,830	2,080-	820		19,570		19,570	1,260-	6.0-
	08		FINANCIAL EXPENDITURES										
		81	PROVISION FOR CAPITAL EXPENDITURE	253,550									
			ACTIVITY TOTALS	253,550									
	10		BUILDING MAINTENANCE										
		01	SALARIES AND WAGES	17,850	18,430	550+	950		19,930		19,930	1,500+	8.1+
		02	TEMPORARY HELP	1,000	12,000	8,390-	190		3,800		3,800	8,200-	68.3-
		04	LONG TERM DISABILITY PREMIUM	108	190	30-	10		170		170	20-	10.5-
		05	PENSIONS	1,290	1,680	240-	70		1,510		1,510	170-	10.1-
		07	UNEMPLOYMENT INSURANCE	560	1,070	300-	60		830		830	240-	22.4-
		08	MEDICAL AND HOSPITAL	1,310	1,470	130-			1,340		1,340	130-	8.8-
		10	GROUP LIFE INSURANCE	160	210	30-	10		190		190	20-	9.5-

ACCOUNT DEPT (1)	ACCT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321		HAMILTON CONVENTION CENTRE										
10		BUILDING MAINTENANCE										
	13	WATER RATES AND SEWER SURCHARGE	6,000	6,000	500+	400		6,900		6,900	900+	15.0+
	19	GARBAGE DISPOSAL	1,300	1,500	90-	90		1,500		1,500		
	21	DECORATIONS	1,000	1,000	60-	60		1,000		1,000		
	22	CLEANING AND WASHROOM SUPPLIES	4,000	5,150	910-	260		4,500		4,500	650-	12.6-
	23	OPERATING SUPPLIES	1,200	1,200	70-	70		1,200		1,200		
	31	REPAIRS AND MAINTENANCE-CO-ORDINATOR'S RESPONSIBILITIES (0333-0999)	90,000	113,380	7,350-	6,360		112,390		112,390	990-	.9-
	33	REPAIRS AND MAINTENANCE-BUILDING	26,600	26,600	2,650+	1,750		31,000		31,000	4,400+	16.5+
	42	INSURANCE-FIRE AND LIABILITY	30,300	32,000	70+	1,930		34,000		34,000	2,000+	6.3+
	57	CONTRACTUAL SERVICES-JANITORIAL	44,000	45,000	5,000+			50,000		50,000	5,000+	11.1+
	58	CONTRACTUAL SERVICES-SECURITY	65,500	68,000	1,000+			69,000		69,000	1,000+	1.5+
	60	CONTRACTUAL SERVICES-VARIOUS	7,000	7,500	990+	510		9,000		9,000	1,500+	20.0+
	61	SECURITY-RECOVERABLE FROM EVENTS	7,500	8,000				8,000		8,000		
	73	SMALL TOOLS	602	800	400-			400		400	400-	50.0-
	88	RENTAL-MAINTENANCE EQUIPMENT		300	100-			200		200	100-	33.3-
	89	MISCELLANEOUS EQUIPMENT PURCHASES(LESS THAN $750)			1,000+			1,000		1,000	1,000+	

ACCOUNT DEPT (1)	ACCT OBJECT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321		HAMILTON CONVENTION CENTRE										
10		BUILDING MAINTENANCE										
		ACTIVITY TOTALS	307,280	351,480	6,340-	12,720		357,860		357,860	6,380+	1.8+
20		PURCHASING/RECEIVING										
	01	SALARIES AND WAGES	19,800	19,800	980+	1,040		21,820		21,820	2,020+	10.2+
	02	TEMPORARY HELP	5,800	10,000	2,420-	420		8,000		8,000	2,000-	20.0-
	04	LONG TERM DISABILITY PREMIUM	168	190				190		190		
	05	PENSIONS	1,520	1,650	60-	80		1,670		1,670	20+	1.2+
	07	UNEMPLOYMENT INSURANCE	730	1,000	160-	60		900		900	100-	10.0-
	08	MEDICAL AND HOSPITAL	1,310	1,470	130-			1,340		1,340	130-	8.8-
	10	GROUP LIFE INSURANCE	180	210	20-	20		210		210		
	23	OPERATING SUPPLIES	200	500	300-			200		200	300-	60.0-
		ACTIVITY TOTALS	29,708	34,820	2,110-	1,620		34,330		34,330	490-	1.4-
30		MARKETING AND SALES PROMOTION										
	01	SALARIES AND WAGES	63,930	65,200	1,870+	3,350		70,420		70,420	5,220+	8.0+
	04	LONG TERM DISABILITY PREMIUM	300	700	130-	40		610		610	90-	12.9-
	05	PENSIONS	4,720	5,100	240-	240		5,100		5,100		
	07	UNEMPLOYMENT INSURANCE	1,500	1,940	220-	150		1,870		1,870	70-	3.6-
	08	MEDICAL AND HOSPITAL	2,550	3,200	770+			3,970		3,970	770+	24.1+

ACCOUNT DEPT (1)	ACCT OBJECT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321		HAMILTON CONVENTION CENTRE										
30		MARKETING AND SALES PROMOTION										
	10	GROUP LIFE INSURANCE	398	950	320-	30		660		660	290-	30.5-
	12	ADVERTISING AND PROMOTION	50,000	50,000			110,130	160,130		160,130	110,130+	220.3+
	21	OFFICE SUPPLIES	1,250	1,500	80-	80		1,500		1,500		
	61	ENTERTAINMENT EXPENSE- SALES MANAGER	1,000	1,500				1,500		1,500		
	63	ENTERTAINMENT EXPENSES- SALES REPRESENTATIVE	250	1,000	500-			500		500	500-	50.0-
	91	TRAVELLING	4,000	4,000			12,400	16,400		16,400	12,400+	310.0+
	92	CAR ALLOWANCE	1,000	1,000	1,000-						1,000-	
	93	MEMBERSHIPS AND SUBSCRIPTIONS	1,680	1,680	210+	110		2,000		2,000	320+	19.0+
	94	TRAINING COURSES			1,000+			1,000		1,000	1,000+	
		ACTIVITY TOTALS	132,578	137,770	1,360+	4,000	122,530	265,660		265,660	127,890+	92.8+
50		FOOD AND BEVERAGE- CLIENT SERVICES GENERAL ADMINISTRATION										
	01	SALARIES AND WAGES	74,170	74,650	7,190-	3,380		70,840		70,840	3,810-	5.1-
	02	GRATUITY RECOVERIES ON SALARIES	12,300-	10,370-	3,100-			13,470-		13,470-	3,100-	29.9-
	04	LONG TERM DISABILITY PREMIUM	601	850	300-	30		580		580	270-	31.8-
	05	PENSIONS	5,700	5,670	820-	250		5,100		5,100	570-	10.1-
	06	WORKER' COMPENSATION	5,000	6,000				6,000		6,000		

ACCOUNT DEPT (1)	A C T J E O B T D	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	PERCENT (11/4) (12)
3321		HAMILTON CONVENTION CENTRE										
50		FOOD AND BEVERAGE-CLIENT SERVICES GENERAL ADMINISTRATION										
	07	UNEMPLOYMENT INSURANCE	1,646	1,940	360-	190		1,770		1,770	170-	8.8-
	08	MEDICAL AND HOSPITAL	2,054	3,000	560-			2,440		2,440	560-	18.7-
	10	GROUP LIFE INSURANCE	604	990	360-	30		660		660	330-	33.3-
	21	OFFICE SUPPLIES AND PRINTING	6,000	6,000	810-	310		5,500		5,500	500-	8.3-
	60	ENTERTAINMENT EXPENSES-CLIENT SERVICES MANAGER	400	600		30		630		630	30+	5.0+
	61	ENTERTAINMENT EXPENSES-CLIENT SERVICES REPRESENTATIVE	200	200		10		210		210	10+	5.0+
	93	MEMBERSHIPS AND SUBSCRIPTIONS	145	180				180		180		
	94	TRAINING COURSES			1,000+			1,000		1,000	1,000+	
		ACTIVITY TOTALS	84,220	89,710	12,500-	4,230		81,440		81,440	8,270-	9.2-
52		FOOD AND BEVERAGE-KITCHEN										
	01	SALARIES AND WAGES	96,330	100,810	12,120+	5,640		118,570		118,570	17,760+	17.6+
	02	GRATUITY RECOVERY ON SALARIES	24,600-	20,740-	6,210-			26,950-		26,950-	6,210-	29.9-
	03	TEMPORARY HELP-COOKS AND KITCHEN HELP	14,260	13,680	2,110-	580		12,150		12,150	1,530-	11.2-
	04	LONG TERM DISABILITY PREMIUM	700	1,050	50-	50		1,050		1,050		
	05	PENSIONS	7,100	8,260	620+	440		9,320		9,320	1,060+	12.8+

ACCOUNT DEPT (1)	ACCT (1)	OBJT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321			HAMILTON CONVENTION CENTRE										
	52		FOOD AND BEVERAGE-KITCHEN										
		07	UNEMPLOYMENT INSURANCE	3,200	4,160	80+	210		4,450		4,450	290+	7.0+
		08	MEDICAL AND HOSPITAL	4,725	5,100				5,100		5,100		
		09	TEMPORARY HELP-STEWARDING	29,000	34,720	3,580+	1,920		40,220		40,220	5,500+	15.8+
		10	GROUP LIFE INSURANCE	750	980	90+	50		1,120		1,120	140+	14.3+
		23	CLEANING AND OPERATING SUPPLIES	14,000	14,000	150+	850		15,000		15,000	1,000+	7.1+
		32	REPAIRS AND MAINTENANCE-KITCHEN EQUIPMENT	9,000	9,000	2,390-	390		7,000		7,000	2,000-	22.2-
		64	FOOD COST	253,500	252,000	29,070+	14,050		295,120		295,120	43,120+	17.1+
		88	RENTAL-OPERATING EQUIPMENT	100	200	100-			100		100	100-	50.0-
		89	MISCELLANEOUS EQUIPMENT PURCHASES(LESS THAN $750)			2,000+			2,000		2,000	2,000+	
			ACTIVITY TOTALS	408,065	423,220	36,850+	24,180		484,250		484,250	61,030+	14.4+
	54		FOOD AND BEVERAGE-BANQUET										
		01	SALARIES AND WAGES	81,685	90,310	2,910+	4,660		97,880		97,880	7,570+	8.4+
		02	GRATUITY RECOVERY ON SALARIES	24,600-	20,740-	6,210-			26,950-		26,950-	6,210-	29.9-
		03	TEMPORARY HELP-CASHIERS	20,327	26,890	2,750-	1,200		25,340		25,340	1,550-	5.8-
		04	LONG TERM DISABILITY PREMIUM	440	900	30-	40		910		910	10+	1.1+
		05	PENSIONS	8,800	9,550	370+	490		10,420		10,420	860+	9.0+
		06	TEMPORARY HELP-SERVICE STAFF	73,100	77,250	8,710+	4,300		90,260		90,260	13,010+	16.8+

ACCOUNT DEPT (1)	ACCT (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321		HAMILTON CONVENTION CENTRE										
	54	FOOD AND BEVERAGE-BANQUET										
	07	UNEMPLOYMENT INSURANCE	7,140	7,600	170-	370		7,800		7,800	200+	2.6+
	08	MEDICAL AND HOSPITAL	3,350	5,100	560-			4,540		4,540	560-	11.0-
	09	TEMPORARY HELP-PORTER STAFF	69,129	70,550	11,940+	4,120		86,610		86,610	16,060+	22.8+
	10	GROUP LIFE INSURANCE	550	800	90+	50		940		940	140+	17.5+
	19	CONTRACTUAL SERVICES-ENTERTAINMENT										
	23	OPERATING SUPPLIES	20,000	21,000	240-	1,240		22,000		22,000	1,000+	4.8+
	24	MEETING ROOM SUPPLIES	5,500	6,000	2,220-	220		4,000		4,000	2,000-	33.3-
	27	UNIFORMS, CLOTHING AND LAUNDRY	15,000	16,000	980+	1,020		18,000		18,000	2,000+	12.5+
	28	LINEN CLEANING	19,000	20,500	720+	1,280		22,500		22,500	2,000+	9.8+
	32	REPAIRS TO BANQUET AND MEETING ROOM EQUIPMENT	2,000	2,500	500-			2,000		2,000	500-	20.0-
	65	BEVERAGE COSTS	118,970	119,520	2,210+	15,820		137,550		137,550	18,030+	15.1+
	71	REPLACEMENT- CHINA	2,000	2,000	830+	170		3,000		3,000	1,000+	50.0+
	72	REPLACEMENT- GLASSWARE	7,000	7,000	2,280-	280		5,000		5,000	2,000-	28.6-
	73	REPLACEMENT- SILVER	1,000	1,000	410+	90		1,500		1,500	500+	50.0+
	74	REPLACEMENT- LINEN (FELT AND SKIRTING)	4,000	4,000	220-	220		4,000		4,000		
	88	RENTAL-OPERATING EQUIPMENT EQUIPMENT	27,710	34,000	2,000-			32,000		32,000	2,000-	5.9-
	89	MISCELLANEOUS EQUIPMENT PURCHASES(LESS THAN $750)			2,000+			2,000		2,000	2,000+	

ACCOUNT DEPT (1)	ACCT JOB DET (1)	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
3321		HAMILTON CONVENTION CENTRE										
	54	FOOD AND BEVERAGE-BANQUET										
		ACTIVITY TOTALS	462,101	501,740	13,990+	35,570		551,300		551,300	49,560+	9.9+
	58	FOOD AND BEVERAGE-WASTAGE AND STAFF REFRESHMENT										
	65	LIQUOR-WASTAGE/BREAKAGE	500									
	66	LIQUOR, BEER, ETC.-THEFT										
		ACTIVITY TOTALS	500									
		TOTAL BUDGET REQUEST	2,028,550	1,928,550	8,520-	97,440	122,530	2,140,000		2,140,000	211,450+	11.0+

1984 BUDGET WORKSHEET - FORM NO. 1

ACCOUNT DEPT (1)	A C T / O B J / D E T	DESCRIPTION (2)	PROJECTED 1983 ACTUAL (3)	1983 ESTIMATE (4)	ADJUSTMENT TO 1983 ESTIMATE INCREASE+ DECREASE- (5)	INFLATIONARY COST (6)	EXPANSION SERVICE LEVEL (7)	1984 ORIGINAL ESTIMATE (4+5+6+7) (8)	ADJ FOR COMMITTEE APPROVAL INCREASE+ DECREASE- (9)	1984 RESULTANT APPROPRIATION (8+9) (10)	INCREASE + DECREASE - OVER 1983 ESTIMATE AMOUNT (10-4) (11)	INCREASE + DECREASE - OVER 1983 ESTIMATE PERCENT (11/4) (12)
EXPENDITURE GRAND TOTALS			2,028,550		8,520-		122,530				211,450+	
	3320 - 3399			1,928,550		97,440		2,140,000		2,140,000		11.0+

HAMILTON CONVENTION CENTRE

1

October 20, 1983

MEMO TO THE BOARD

RE: MARKETING PLAN -
1984 to 1988

Attached is the third draft of the Hamilton Convention Centre 1984 to 1988 Marketing Plan. The Marketing Committee has reviewed the plan twice and has refined it into its present form.

Comments are solicited on the Plan and if there are any questions, please do not hesitate to contact me at the Centre.

William J. Penfold,
General Manager.

WJP:bc

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

APPENDIX "A" TO THE HAMILTON CONVENTION CENTRE
MARKETING PLAN FOR THE YEARS 1984 - 1988

CANADIAN CONVENTIONS ACTUAL MARKET SHARE

1979

CITY		NO. OF CONVENTIONS	% NAT'L	% 10 CITIES	NO. OF DELEGATES	AVG. NTS.	NO. OF DELEGATE NIGHTS	EXP. PER DAY	TOTAL
HAMILTON	CDN:	84			31,176	x 3.1 =	96,646	@ $ 85 =	$ 8,214,910
	U.S:	23			10,600	x 3.0 =	31,800	@ 85 =	2,703,000
	INT:	6			1,250	x 2.3 =	2,875	@ 90 =	258,750
	TOTAL:	113	3.2	4.5	43,026		131,321	$ 87	$11,176,660
QUEBEC	CDN:	169			81,550	x 3.0 =	244,650	@ $ 81 =	$19,816,650
	U.S:	7			3,037	x 3.2 =	9,718	@ 88 =	855,219
	INT:	24			13,315	x 4.5 =	59,917	@ 78 =	4,673,565
	TOTAL:	200	5.7	8.0	97,902		314,285	$ 82	$25,345,434
TORONTO	CDN:	332			13,505	x 3.5 =	487,267	@ $ 90 =	$43,854,075
	U.S:	97			69,975	x 3.8 =	265,905	@ 100 =	26,590,500
	INT:	11			42,270	x 3.8 =	160,626	@ 115 =	18,471,990
	TOTAL:	440	12.6	17.7	249,750		913,798	@ $102	$88,916,565
VANCOUVER	CDN:	216			105,656	x 3.0 =	316,968	@ $100 =	$31,696,800
	U.S:	75			32,437	x 3.0 =	97,311	@ 100 =	9,731,100
	INT:	12			19,562	x 4.0 =	78,248	@ 100 =	7,824,800
	TOTAL:	303	8.7	12.2	157,655		492,527	$100	$49,252,700
WINNIPEG	CDN:	151			40,250	x 3.5 =	140,875	@ $ 95 =	$13,383,125
	U.S:	24			22,294	x 3.5 =	78,029	@ 105 =	8,193,045
	INT:	8			1,173	x 3.5 =	4,105	@ 120 =	492,660
	TOTAL:	183	5.2	7.4	63,717		223,009	$107	$22,068,830
CALGARY	CDN:	242			75,113	x 3.5 =	262,895	@ $100 =	$26,289,550
	U.S:	22			10,630	x 3.5 =	37,205	@ 110 =	4,092,550
	INT:	5			1,850	x 4.2 =	7,770	@ 110 =	854,700
	TOTAL:	269	7.7	10.8	87,593		307,870	$107	$31,236,800

1980

		NO. OF CONVENTIONS	% NAT'L	% 10 CITIES	NO. OF DELEGATES	AVG. NTS.	NO. OF DELEGATE NIGHTS	EXP. PER DAY	TOTAL
	CDN:	113			43,675	x 3.4 =	148,495	@ $ 90 =	$13,364,550
	U.S:	19			9,372	x 3.0 =	28,116	@ 95 =	2,671,020
	INT:	4			594	x 2.8 =	1,663	@ 95 =	158,004
	TOTAL:	136	3.2	4.7	53,641		178,279	@ $ 93 =	$16,193,574
	CDN:	143			59,918	x 2.89 =	173,762	$100 =	$17,376,200
	U.S:	10			5,113	x 3.2 =	16,362	110 =	1,799,820
	INT:	13			4,871	x 4.3 =	20,975	95 =	1,989,775
	TOTAL:	166	4.0	6.0	69,902		211,069	$100	$21,165,795
	CDN:	532			186,845	x 3.5 =	653,957	@ $100 =	$ 65,395,750
	U.S:	135			69,240	x 3.8 =	263,112	@ 110 =	28,942,320
	INT:	17			36,200	x 4.1 =	148,420	@ 115 =	17,068,300
	TOTAL:	684	16.6	24.6	292,285		1,065,489	$108	$111,406,370
	CDN:	262			112,693	x 3.5 =	394,425	@ $110 =	$43,386,805
	U.S:	77			51,281	x 3.5 =	179,484	@ 110 =	19,743,130
	INT:	12			10,396	x 4.5 =	46,782	@ 110 =	5,146,020
	TOTAL:	351	8.5	12.6	174,370		620,691	$110	$68,275,955
	CDN:	183			60,614	x 3.5 =	212,149	@ $105 =	$22,275,645
	U.S:	30			11,162	x 4.0 =	44,648	@ 115 =	5,134,520
	INT:	12			9,856	x 5.0 =	49,280	@ 132 =	6,504,960
	TOTAL:	225	5.4	8.1	81,632		306,077	$117	$33,915,125
	CDN:	257			91,390	x 3.5 =	319,865	@ $100 =	$31,986,500
	U.S:	32			12,775	x 3.8 =	48,545	@ 110 =	5,339,950
	INT:	5			2,345	x 4.2 =	9,849	@ 115 =	1,132,635
	TOTAL:	294	7.2	10.5	106,510		378,259	$108	$38,459,085

1981

CITY		NO. OF CONVENTIONS	% NAT'L	% CITIES	NO. OF DELEGATES	AVG. NTS. =	NO of DELEGATE NIGHTS	EXP. @ PER DAY =	TOTAL
	CDN:	112			47,990	x 3.1 =	148,769	@ $ 90 =	13,389,210
	U.S:	5			700	x 3.4 =	2,380	@ 95 =	226,100
	INT:	2			185	x 3.5 =	647	@ 95 =	61,465
	TOTAL:	119			48,875		151,796		13,676,775
	CDN:	171			81,737	x 2.6 =	214,968	@ $113 =	24291,417
	U.S:	12			4,191	x 4.1 =	17,099	@ 124 =	2120,313
	INT:	14			4,850	x 3.4 =	16,296	@ 107 =	1743,672
	TOTAL:	197			90,778		248,363		28,155,403
	CDN:	376			130,019	x 3.5 =	455,066	@ $124 =	56,555,664
	U.S:	139			96,594	x 3.8 =	367,057	@ 124 =	33,189,868
	INT:	19			26,430	x 4.1 =	108,363	@ 124 =	13,467,353
	TOTAL:	534			253,043		930,486		103,212,887
	CDN:	280			112,300	x 3.5 =	393,050	@ $125 =	49,131,250
	U.S:	75			41,844	x 3.5 =	146,454	@ 125 =	18,306,750
	INT:	11			9,375	x 4.5 =	42,187	@ 125 =	5,273,375
	TOTAL:	366			163,519		581,691		72,711,375
	CDN:	174			49,938	x 3.5 =	174,783	@ $115 =	20,187,436
	U.S:	21			3,324	x 4.0 =	13,296	@ 126 =	1,681,944
	INT:	11			1,949	x 5.0 =	9,745	@ 145 =	1,413,025
	TOTAL:	206			55,211		197,824		23,282,405
	CDN:	226			101,600	x 3.5 =	355,600	@ $100 =	35,560,000
	U.S:	15			10,330	x 3.8 =	39,254	@ 110 =	4,317,940
	INT:	8			9,077	x 4.2 =	38,977	@ 115 =	4,482,355
	TOTAL:	249			121,007		433,831		44,360,295

CANADIAN CONVENTIONS ACTUAL MARKET SHARE

1979

CITY		NO. OF CONVENTIONS	% NAT'L	% 10 CITIES	NO. OF DELEGATES		AVG. NTS.		NO. OF DELEGATE NIGHTS		EXP. PER DAY		TOTAL
EDMONTON	CDN:	195			67,427	x	3.0	=	202,281	@	$ 85	=	$17,193,885
	U.S:	19			5,260	x	3.0	=	15,780	@	110	=	1,735,800
	INT:	2			375	x	3.0	=	1,125	@	100	=	112,500
	TOTAL:	216	6.1	8.7	73,062				219,186		$ 98		$19,042,185
HALIFAX	CDN:	138			27,060	x	3.2	=	105,595	@	$ 84	=	$ 8,869,980
	U.S:	7			8,500	x	3.8	=	41,475	@	84	=	3,483,900
	INT:	5			450	x	5.2	=	2,250	@	84	=	189,000
	TOTAL:	150	4.3	6.0	35,950				149,320		$ 84		$12,542,880
OTTAWA	CDN:	243			72,467	X	3.43	=	248,561	@	$ 95	=	$23,600,944
	U.S:	17			10,040	X	3.57	=	35,842	@	106	=	3,811,165
	INT:	24			4,675	X	4.54	=	21,224	@	106	=	2,256,801
	TOTAL:	284	8.2	11.4	87,182				305,627		$102		$29,668,910
MONTREAL	CDN:	261			87,299	x	3.75	=	327,371	@	$ 95	=	$31,100,245
	U.S:	37			4,946	x	4.0	=	19,784	@	105	=	2,077,320
	INT:	33			169,852	x	4.5	=	764,334	@	85	=	64,698,390
	TOTAL:	331	9.5	13.3	262,095				1,111,489		$ 95		$98,145,955
SUB-TOTAL		2,489			1,157,934				4,168,432				$387,126,919
OTHER CITIES	CDN:	949			287,265				841,867				$71,384,767
	U.S:	23			5,996				17,061				1,350,897
	INT:	32			7,910				22,295				1,660,929
	TOTAL:	1,004			301,171				881,225				$74,396,593
TOTAL	CDN:	2,980			1,012,708				3,274,978				$295,404,931
	U.S:	351			183,715				649,910				64,624,496
	INT:	162			262,682				1,124,769				101,494,085
	TOTAL:	3,493			1,459,105				5,049,657				$461,523,512

1980

	NO. OF CONVENTIONS	% NAT'L	% 10 CITIES	NO. OF DELEGATES		AVG. NTS.		NO. OF DELEGATE NIGHTS		EXP. PER DAY		TOTAL
CDN:	197			58,078	x	3.5	=	203,273	@	$100	=	$20,327,300
U.S:	9			2,450	x	3.8	=	9,310	@	110	=	1,024,100
INT:	2			750	x	4.2	=	3,150	@	115	=	362,250
TOTAL:	208	5.1	7.4	61,278				215,733		$108		$21,713,650
CDN:	149			31,334	x	4.0	=	125,336	@	$ 84	=	$10,528,224
U.S:	5			350	x	3.0	=	1,050	@	100	=	105,000
INT:	3			782	x	5.5	=	4,301	@	100	=	430,100
TOTAL:	157	3.8	5.6	32,466				130,687		$ 94		$11,063,324
CDN:	267			87,259	X	3.48	=	303,661	@	$100	=	$30,366,100
U.S:	17			4,810	X	3.58	=	17,220	@	110	=	1,894,200
INT:	31			6,365	X	4.55	=	28,961	@	110	=	3,185,710
TOTAL:	315	7.7	11.4	98,434				349,842		$106		$35,446,010
CDN:	173			69,637	x	3.5	=	243,730	@	$100	=	$24,373,000
U.S:	49			32,945	x	3.8	=	125,191	@	110	=	13,771,010
INT:	27			28,365	x	4.1	=	116,297	@	115	=	13,374,155
TOTAL:	249	6.1	9.0	130,947				485,218		$108		$51,518,165
	2,713			1,101,465				3,941,339				$409,157,004
CDN:	1,322			340,888			=	1,009,342				$87,063,481
U.S:	44			14,500			=	42,272				3,405,220
INT:	28			6,445			=	28,188				3,592,995
TOTAL:	1,394	32.4		361,833				1,079,802				$94,061,696
CDN:	3,526			1,142,331				3,787,996				$366,443,555
U.S:	427			213,998				775,310				83,830,345
INT:	154			106,969				457,835				52,914,800
TOTAL:	4,107			1,463,298				5,021,141				$503,218,700

1981

CITY		NO. OF CONVENTIONS	% NAT'L	% CITIES	NO. OF DELEGATES		AVG. NTS.	=	NO. OF DELEGATE NIGHTS	@	EXP. PER DAY	=	TOTAL
	CDN:	195			53,398	x	3.5	=	186,893	@	$100	=	18,689,300
	U.S:	19			2,300	x	3.8	=	8,740	@	110	=	961,400
	INT:	2			850	x	4.2	=	3,570	@	115	=	410,550
	TOTAL:	218			56,548				199,203				20,061,250
	CDN:	149			40,742	x	3.5	=	142,597	@	$ 95	=	13,546,715
	U.S:	7			755	x	4.0	=	3,020	@	95	=	286,900
	INT:	15			2,891	x	4.0	=	11,564	@	95	=	1,098,580
	TOTAL:	170			44,388				157,181				14,932,195
	CDN:	245			75,450	x	3.7	=	280.076	@	$100	=	28,007,600
	U.S:	22			13,405	x	2.9	=	38,875	@	115	=	4,470,625
	INT:	28			13,545	x	4.4	=	59,598	@	115	=	6,853,770
	TOTAL:	295			102,400				378,549				39,331,995
	CDN:	220			85,155	x	3.5	=	298.043	@	$115	=	34,274,945
	U.S:	57			19,470	x	3.8	=	73,986	@	125	=	9,248,250
	INT:	36			21,980	x	4.1	=	90,118	@	130	=	11,715,340
	TOTAL:	313			126,605				462,147				55,238,535
OTHER CITIES	CDN:	954			229,548				672,138				
	U.S:	31			4,817				15,045				
	INT:	41			22,152				86,374				
	TOTAL:	1026			256,517				773,557				65,399,652

HAMILTON CONVENTION CENTRE

7

October 20, 1983

MEMO TO THE BOARD

RE: MARKETING PLAN -
1984 to 1988

Attached is the third draft of the Hamilton Convention Centre 1984 to 1988 Marketing Plan. The Marketing Committee has reviewed the plan twice and has refined it into its present form.

Comments are solicited on the Plan and if there are any questions, please do not hesitate to contact me at the Centre.

William J. Penfold,
General Manager.

WJP:bc

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

APPENDIX "A" TO THE HAMILTON CONVENTION CENTRE MARKETING PLAN FOR THE YEARS 1984 to 1988

CITY	POPULATION	$ PER PERSON
BRANDON	34,901	45.66
BURLINGTON	112,722	6.50
CALGARY	591,857	74.95
CHARLOTTETOWN	17,063	
CORNWALL	46,045	14.12
DARTMOUTH	65,341	5.53
DRUMMONDVILLE	28,300	17.65
EDMONTON	521,205	32.49
FREDERICTON	45,248	152.34
HALIFAX	117,882	126.67
HAMILTON	306,640	44.60
KITCHENER	138,271	61.98
MONCTON	55,934	40.91
MONTREAL	1,176,086	46.97
OTTAWA	301,567	130.43
PENTICTON	21,344	38.81
QUEBEC	174,700	161.16
REGINA	149,593	57.62
SASKATOON	133,750	87.06
SAULT STE. MARIE	81,355	63.19
SHERBROOKE	75,300	38.34
ST. JOHN'S	86.576	30.88
SUDBURY	92,074	97.83
TORONTO	2,143,493	49.05
VANCOUVER	410,188	177.26
WINDSOR	196.512	15.32
WINNIPEG	610,000	38.17
		AVERAGE 63.90
TOTAL SAMPLE POPULATION	7,734,037	= 44.5 % of total Canadian urban population

SUMMARY - 1981

	NO. OF CONVENTIONS	NO. OF DELEGATES	DELEGATE NIGHTS	EXPENDITURES
	3,112	1,007,877	3,321,986	$350,456,814
.S.	395	197,730	625,208	76,161,816
NT.	187	113,284	467,439	53,744,139
OTAL	3,694	1,318,891	4,414,633	$480,362,769

APPENDIX "B" TO THE HAMILTON CONVENTION CENTRE
MARKETING PLAN FOR THE YEARS 1984 - 1988

EXISTING & PLANNED CANADIAN CONVENTION CENTRES

LOCATION	TOTAL COST ($ MILLION)	MAIN EXHIBIT AREA (SQ. FT.)	MAJOR HALL CAPACITY BANQUET	MAJOR HALL CAPACITY MEETING	MEETING ROOMS #	MEETING ROOMS CAPACITY	HOTEL ATTACHED	OPENING/PROPOSED DATE
		E X I S T I N G						
QUEBEC CITY	8.0	26,000 Main Hall 10,000 Foyer	2,500	3,400	9	35-85	Hilton Hotel Auberge des Gouverneurs	Open (1974)
HAMILTON	17.0	19,662 Exhibit Hall 19,662 Banquet Hall	1,500	2,400	13	5 - 2,100	Sheraton	Open (1981)
WINNIPEG	24.0	78,000 Main Hall (divisible) 21,000 in 13 rooms	7,000	8,000	13	15 - 2,000	Holiday Inn	Open (1974)
CALGARY	8.5	24,000 Exhibit Hall 20,000 Banquet Hall 11,700 Garden Terrace	2,500	3,500	10	24 - 240	Four Seasons	Open (1974)
CHARLOTTETOWN	28.2	12,000			6		Yes	Open (1983)
SAINT JOHN	4.9	16,000			6		Yes	Open (1983)
MONTREAL	80.0	100,000	5,000	6,000	31	80 - 6,000	No	Open (1983)
HULL	9.0	27,000	2,225	3,500	8	20 - 450	No	Open (1981)
OTTAWA	36.0	51,640	3,500	5,500	13	40 - 1,300	Westin Hotel	Open (1983)
EDMONTON	82.0	86,000	5,000	10,000	27		No	Open (1983)
		P L A N N E D						
HALIFAX	11.0	37,000	2,500	3,000	5 - 8		No	1984
TORONTO	66.0	200,000 30,000 Ballroom		5,000	40-45		CN Hotel	1985
VANCOUVER	95.0	100,000		5,000	30		Yes	1987

APPENDIX "C" TO THE HAMILTON
CONVENTION CENTRE MARKETING PLAN
FOR THE YEARS 1985 TO 1988

FOOD AND BEVERAGE MARKET SHARE

HCC/CONNAUGHT/HOLIDAY INN

RECAP - FOOD - BEVERAGE	1981	1982	1983	1984
TOTAL FOOD & BEVERAGE	4,103,795	4,269,112	4,806,449	4,950,642
Food	2,664,517	2,820,303	3,226,541	3,321,881
Beverage	1,439,277	1,448,408	1,579,907	1,628,761

% OF MARKET

TOTAL FOOD & BEVERAGE				
Connaught	47.0%	34.5%	48.9%	46.1%
Holiday Inn	36.1%	41.3%	30.6%	29.6%
Hamilton Convention Centre	16.9%	24.2%	20.5%	24.3%

FOOD				
Connaught	47.8%	34.4%	48.1%	46.1%
Holiday Inn	36.1%	40.7%	29.6%	28.9%
Hamilton Convention Centre	16.1%	24.9%	22.3%	25%

BEVERAGE				
Connaught	45.6%	34.6%	50.6%	46.1%
Holiday Inn	36.0%	42.6%	32.6%	31.0%
Hamilton Convention Centre	18.4%	22.8%	16.8%	22.9%

APPENDIX "D" TO THE HAMILTON CONVENTION CENTRE
MARKETING PLAN FOR THE YEARS 1984 - 1988

MEDIA SCHEDULE - 1984

INTERNATIONAL & NATIONAL

Publication	Months	Times	Colour/B & W	Price Per Issue	Total
Canadian Association Executive	Jan., March, May, July, Sept. Nov.	6	4 Colour Bleed	$ 1,550	$9,300 Canadian
Association Management	Jan. to Dec.	12	4 Colour Bleed	2,800	33,600 U.S. = 41,328 Canadian
Meeting News	September	1	4 Colour Bleed	8,500	8,500 U.S. = 10,500 Canadian
Meetings & Conventions	August	1	B & W	7,100	7,100 U.S. = 8,733 Canadian
Successful Meetings	Feb., August, Dec.	3	4 Colour Bleed	6,915	20,745 U.S. 25,516 Canadian
Canadian Chamber of Commerce Magazines	Varied	20	B & W	400	8,000 Canadian
Financial Post Magazine - Convention Issue	August	1	4 Colour Bleed	2,500	2,500 Canadian

TOTAL INTERNATIONAL AND NATIONAL: $105,877 Canadian

MEDIA SCHEDULE - 1984

LOCAL & REGIONAL

Publication	Months	Times	Colour/B & W	Price Per Issue	Total
Hamilton Spectator	Jan. to Dec.	52	B & W	250	13,000
Hamilton Magazine	Jan. to Dec.	12	B & W	800	9,600
Hamilton/Wentworth Magazine	Quarterly Plus Annual	5	Colour	2,000	10,000
Chamber of Commerce	September	1	B & W	400	400
Today's Bride	Jan. to Dec.	12	B & W	850	850
Yellow Pages	Jan. to Dec.	1	2 Colour	5,000	5,000
Contingency					5,000
TOTAL LOCAL & REGIONAL:					$43,850

APPENDIX "E" TO HAMILTON CONVENTION CENTRE MARKETING PLAN FOR THE YEARS 1984 TO 1988

INTERNATIONAL/NATIONAL SALES/PROMOTION TRAVEL - 1984

Target Market	Activity	Where	When	Who	Cost	Total
Association Meetings	Sales	Toronto	Monthly	General Mgr. or Sales Manager	30	360
Association Executives	Sales	Ottawa	Twice Annually	General Mgr. or Sales Manager	800	1,600
Institute of Association Executives (Canadian) (I.A.E.)	Promotion	Various	1984 and annually	General Manager/ Sales Manager	2,000	2,000
American Society of Association Executives	Promotion	Various	1984 and semi-annually	General Mgr./ Sales Manager	2,500	5,000
"Canada Calling"	Promotion	Various	1984 and annually	General Mgr./ Sales Manager	2,500	2,500
					TOTAL:	11,460

APPENDIX "F" TO THE HAMILTON CONVENTION CENTRE MARKETING PLAN FOR THE YEARS 1984 TO 1988

LOCAL-REGIONAL PROMOTION

Target & Market	Activity	Cost
Association & Corporate Executives	Direct Mail	$ 10,000
Brides	Wedding Promotion	1,500
Association & Corporate Executives	Audio/Visual Presentations	1,500
Public Awareness	Blood Donor Clinic	400
Public Awareness	Wintario	2,000
Association & Corporate Executives	Annual Reception for Clients	3,000
Public Awareness	Seminars, Cooking Promotion, Cable 4 Promotion, C.H.C.H. slide filler, Career Day, Service Club Charity Promotion, Senior Citizens Tours	2,000
	TOTAL:	$20,400

APPENDIX "G" TO THE HAMILTON CONVENTION CENTRE MARKETING PLAN FOR THE YEARS 1984 TO 1988

ADVERTISING	National & International	$105,877	
	Local & Regional	43,850	$149,727
PROMOTION	National & International	11,460	
	Local & Regional	20,400	31,860
BROCHURES			10,000
	TOTAL MARKETING PLAN COST FOR 1984		$191,587

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HAMILTON CONVENTION CENTRE

December 7, 1983

Members,
Board of Directors,
Hamilton Convention Centre.

Members of the Board:

The next meeting of the Board has been scheduled for Monday, December 12th, 1983 at 7:30 p.m. in the Albion Room, Salon "C".

Enclosed herewith is an agenda and supporting material which I would ask you to bring with you to the meeting.

Unless I hear from you to the contrary, I will anticipate your attendance.

Yours very truly,

Bonnie Cook

Bonnie M. Cook,
Secretary,
Board of Directors.

bc

Encl.

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

HAMILTON CONVENTION CENTRE

BOARD OF DIRECTORS

DECEMBER 12, 1983

A G E N D A

7:30 p.m.
Albion, Salon "C"

1. General Manager's Report - Delivered by Director of Operations
2. Minutes of the Previous Meeting
3. Correspondence:
   (a) Letter dated November 17th, 1983 from Mr. Rupert Shriar, Canadian Jewish Congress
   (b) Letter dated November 29th, 1983 from Mr. Alf Davis, Industry Education Council of Hamilton-Wentworth
4. Administration/Operations Committees - Report
5. Audit/Finance Committee:
   (a) Presentation of Financial Statement
   (b) Request for Capital Purchases
6. Presentation by the Sales Manager - Future Conventions
7. Other Business
8. Chairman's Remarks

HAMILTON CONVENTION CENTRE

GENERAL MANAGER'S REPORT

TO THE BOARD OF DIRECTORS

December 8, 1983

REVENUES

1. October and November were excellent months at the Centre, and, with the December forecast, the last quarter of 1983 is the best quarter ever. October, of course, showed a budgetary surplus of $68,275, and November accounts, although not finalized, also indicate a budgetary surplus. November revenue is approximately $179,000, which is some $44,500 over that budgeted and $33,000 over November, 1982. Accumulated revenues January to November, 1983 show 10.5% over budget and 4.4% over 1982 actuals.

OPERATIONS

2. Signage

   Centre management, in addition to the outdoor and indoor signage already ordered, is investigating more outside, moving signage on King Street (to be placed on MacNab Street side of the building), and a large directional sign on Summers Lane, indicating the front entrance.

3. As well, proper overhead signage indicating where the Summers Lane and King Street elevators are situated in the garage is also being considered.

4. Elevators

   Proper procedures are also being put in place to ensure the elevators can be operated from the parking garages at most times. Signage will be posted accordingly.

5. Building Cleaning

   Windows, rugs and furniture will be professionally cleaned in December. Those walls requiring it will be painted.

6. Waitstaff

   Where possible, older and more experienced waitstaff will be hired.

7. November Functions

Large, successful functions in November were the Square Dancers, Burton Cummings and the Flea Market. The success of Burton Cummings has convinced us that such a function held monthly would be profitable, and we are continuing with these. The Flea Market entrepreneurs have requested more space and an extension from February, 1984 to the remainder of the year.

The Speedsport Show and the Indian Conference numbers were down. Speedsport proved how important promotion is for a show (promotion was weak) as last year's "Motion" Car Show had some 15,000 and the Speedsport Show saw 5,000 pass through the turnstiles. The Indian Conference was on at the same time as a similar conference in Ottawa and numbers were split between the two cities.

8. December

December functions are well up over 1982 with the Festival of Friends show on between the 7th and 11th of December.

MARKETING/SALES

9. Sales were $106,341 in November. Convention sales, especially for 1986 and 1987 are heating up now that the new hotel construction has been announced.

10. Direct mailings will be prepared for the initial quarter of 1984 and wedding trade will be concentrated on, especially at a promotion in conjunction with the Leeds show in January.

11. The new eight-page brochure will be published this month, and a two-page mailer will be printed in January - February.

TRADE CENTRE ARENA

12. Board members will recall in May the General Manager reported the City had asked the Centre to handle acceptance of bookings for the Trade Centre/Arena until management is in place. This was confirmed by the Parks and Recreation Committee in July. The General Manager continues to handle this responsibility.

13. Additionally, Council have passed a resolution that the Hamilton Convention Centre Board be requested to make recommendations with respect to the appointment of two citizen members from the Hamilton Convention Centre Board to a Trade Centre/Arena Advisory Group. This Group is to be established to review and make recommendations to the Parks and Recreation Committee relative to various aspects of the Trade Centre/Arena Project,

including the Management/Administrative Structure, policies and procedures for the operation and marketing of the facility, and an operating budget.

It is expected this request will be made in December.

William J. Penfold,
General Manager.

WJP:bc

HAMILTON CONVENTION CENTRE

FUNCTIONS HELD DURING THE MONTH OF OCTOBER

October 1st - LoPresti Jaczenko Wedding
Reception/Dinner/Dance
No. of People - 330

Bell/Carpenter Wedding
Reception/Dinner/Dance
No. of People - 170

October 2nd to 5th - Ontario Pshychogeriatric Association
Conference
No. of People - 300

October 3rd and 4th - McMaster University Human Rights Foundation
Meeting/Luncheon
No. of People - 75 on 3rd
56 on 4th

October 4th - McMaster University
Spectator Forum
No. of People - 180

Hamilton Chapter of the Canadian Credit Institute
Reception/Dinner/Meeting
No. of People - 68

The Travel Marketplace
Travel Agents Tradeshow
No. of People - 250

October 5th - Hamilton Occupational Health Nurses Association
Reception/Dinner/Meeting
No. of People - 32

Paramount Holidays
Travel Presentation/Reception
No. of People - 120

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

October 6th - Miss Tiger Cat Pageant
Beauty Pageant
No. of People - 300

October 6th and 7th - Science Council of Canada
Meeting/Luncheon
No. of People 35

McMaster University Public Affairs Department
Economics Futures Conference
No. of People- 500

October 7th - Cathedral High School
Graduation/Dinner/Dance
No. of People - 370

Kay/Anderson Wedding
Menu Sampling
No. of People - 2

October 8th - Derry/DeGroote Wedding
Reception/Dinner/Dance
No. of People - 150

Apigian/Kemp Wedding
Reception/Dinner/Dance
No. of People - 29

October 11th - Corporation of the City of Hamilton
Meeting
No. of People - 17

October 11th to 17th - Hamilton International Auto Show
Trade Show
No. of People - 25,000

October 17th - The Hamilton Board of Education
Reception/Dinner
No. of People - 375

Ambitious City Toast Mistress Club
Dinner/Meeting
No. of People - 24

October 18th - The Regional Municipality of Hamilton-Wentworth
Meeting
No. of People - 30

Dofasco Inc.
Reception/Dinner
No. of People - 905

I.B.E.W. Local Union 636
Meeting
No. of People - 20

Procter and Gamble
Meeting/Luncheon
No. of People - 15

Hamilton Construction Association
Meeting
No. of People - 70

October 18th and 19th - Ontario Human Rights Commission
Hearing
No. of People - 40

October 19th - Hamilton and District Liberal Association
Prime Minister's Reception
No. of People - 700

Ontario Insurance Adjusters Association
Dinner/Meeting
No. of People - 65p

Revlon International Corporation
Meeting/Luncheon
No. of People - 20

Council on Road Trauma
Public Forum
No. of People - 100

October 19th to 22nd - Ontario School Counsellors Association
Conference
No. of People - 500

October 21st - O.S.C.A.
Past Presidents' Reception
No. of People - 30

Pigott Construction
Reception/Dinner/Dance
No. of People - 165

October 22nd - Big V Pharmacies
Reception/Dinner/Dance
No. of People - 630

Scott Park Reunion
Reception/Dance
No. of People - 300

Hamilton Catholic Physicians
Luncheon/Meeting
No. of People - 70

Westmount Secondary School
Graduation Dance
No. of People - 300

October 24th - Hamilton Street Railway
Luncheon/Meeting
No. of People - 346

The Week of the Child Proclaimation Committee
Meeting/Luncheon
No. of People - 98

October 25th - The Corporation to the City of Hamilton
Meeting
No. of People - 17

The Regional Municipality of Hamilton-Wentworth
Meeting/Displays
No. of People - 150

October 26th - Dofasco Inc.
Reception/Dinner
No. of People - 807

Royal Bank
Reception/Meeting
No. of People - 95

C.C. Parker Consultants
Meeting
No. of People - 60

October 26th - Hamilton-Wentworth Housing Authority
Reception/Dinner
No. of People - 12

Gin and Company
Presentation/Reception
No. of People - 150

October 27th to 30th - Environment Canada
Reception/Meeting/Seminars
No. of People - 800

October 29th - Ontario Ministock Association
Reception/Dinner/Dance
No. of People - 169

Winona High School
Reception/Dinner/Dance
No. of People - 156

Human Factors Association of Canada
Meeting/Luncheon/Reception/Dinner
No. of People - 55

Otis Elevator
Reception/Dinner/Dance
No. of People - 435

October 30th - Mr. Greg Fraleigh
Flea Market
No. of People - 3,000

October 31st - The Corporation of the City of Hamilton
Reception
No. of People - 16

Ambitious City Toast Mistress
Dinner/Meeting
No. of People - 22

October 31st to November 1st - Thames Valley Beverages Ltd.
Display/Reception
No. of People - 150

The Corporation of the City of Hamilton, City Clerks Office
Meeting
No. of People - 16

REFERENCE:

Albion "C"
November 14, 1983
7:30 p.m.

FOR ACTION BY:

3

The Board of Directors of the Hamilton Convention Centre met.

Present: Mr. Milton J. Lewis, Q.C., Chairman
Mr. Bill B. Stetson, First Vice-Chairman
Alderman James A. Bethune, Second Vice-Chairman
Mr. David O. Braley
Mr. Keith L. Clark
Alderman Brian Hinkley
Mr. Terry E. Yates.

Also Present: Mr. William J. Penfold, General Manager
Mr. John A. Leuser, Director of Finance
Mrs. Bonnie Cook, Secretary

Chairman's Remarks

1. Chairman's Remarks

Mr. Lewis reported that he had just received a copy of a letter dated November 7th, 1983 from the Parks and Recreation Committee to the General Manager, which had been circulated to the members of the Board and the media in which the Committee was inquiring as to whether the Centre might be turning down events which would be of benefit to the community as a whole in favour of events which would be of benefit solely to the Centre's bottom line and reduce the deficit. The memo noted also that the Centre had been able to reduce its 1983 deficit position substantially.

Mr. Lewis stated he took exception to the innuendo in the memo that the Centre had not done well in managing to bring its deficit down, as well as the fact that the Centre would not be mindful of the community, and turn down events which would not directly benefit the Centre itself.

Alderman Hinkley pointed out that the letter was in error and could not have come from the Parks and Recreation Committee. He is Chairman of that Committee, and as such has attended every meeting. The letter had indeed been sent from the Finance Committee. Alderman Hinkley also felt that in view of the blatent errors in the letter that it would have been more appropriate to check it out first before presenting it to the Board and media.

It had been determined by management that the inquiry had come from Alderman Gray. Mr. Penfold reported that he had spoken to Alderman Gray in order to attempt to sort the matter out. The Alderman was concerned about the Centre's current local marketing strategy, and that little national and international marketing was being carried out to bring conventions into the City for the benefit of the community as a whole.

Mr. Lewis stated that the Alderman would then be pleased with the Centre's 1984 to 1988 Marketing Plan which turned emphasis away from local business towards the mid-size convention market.

Mr. Lewis will respond to the letter on behalf of the Board of Directors. — Chairman

General Manager's Report

2. General Manager's Report

On the motion of Alderman James A. Bethune, seconded by Mr. Keith Clark, the Board received the report of the General Manager dated November 14, 1983.

Minutes

3. Minutes of the Previous Meetings

(a) October 3, 1983

On the motion of Mr. Bill Stetson, seconded by Alderman Brian Hinkley, the Board approved the minutes of the meeting of October 3, 1983, as circulated.

(b) October 13, 1983

On the motion of Mr. David Braley, seconded by Mr. Bill Stetson, the Board approved the minutes of the meeting of October 13th, 1983, as circulated.

Correspondence

4. Correspondence

On the motion of Alderman James A. Bethune, seconded by Mr. Bill Stetson, the Board received the following correspondence:

(a) Letter dated September 28, 1983 from Mayor Morrow respecting the City Hall Open House

(b) Letter dated October 6, 1983 from Dr. C. A. Woolever regarding meetings held by McMaster University at the Centre

(c) Letter dated October 20th, 1983 from Chairman Anne H. Jones, respecting access to the disabled — Director of Operations

(d) Letter dated October 25th, 1983 from Mr. Jack Strachan respecting the agreement with Hamilton Convention & Show Services

(e) Letter dated October 26th, 1983 from Mr. Jack Price respecting the visit by Prime Minister Trudeau

(f) Letter to the Editor published in the Spectator on October 29th, 1983 from Gus and Patricia LoPresti respecting their daughter's wedding at the Centre.

Administration & Operations Committees

5. Administration/Operations Committee - Report

On the motion of Mr. Bill Stetson, seconded by Mr. Keith Clark, the Board received the report of the Administration and Operations Committees dated November 9th, 1983, for information.

Audit/ Finance Committee

6. Audit/Finance Committee - Report

1983 Second Capital Allocation

(a) 1983 Second Capital Allocation

On the motion of Mr. David Braley, seconded by Alderman Brian Hinkley, the Board approved a 1983 second capital allocation in the total amount of $59,100 and directed that management request that a transfer in the sum of $59,100 be made from the City's Capital Account to the Hamilton Convention Centre Work in Progress Account, subject to the approval of City Council.

The approval of this capital allocation is contingent upon the following with respect to the $22,000 item for correction of the air intake/exhaust system:

(i) That a legal opinion be obtained from the City Solicitor on the liability, if any, of the Architect for the project due to the possibility of this problem arising because of a design deficiency; and — General Manager

(ii) That management investigate the City Architect's proposal to correct the problem with the air intake/exhaust system, together with other less expensive corrective measures. — General Manager

Financial Statement September

(b) Financial Statement

On the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the unaudited financial results for the nine-month period ended September 30th, 1983, showing a deficit to that date of $292,575, and a deficit for the month of September of $27,775, and directed that a copy be forwarded to the City Treasurer.

Mr. Braley turned the meeting over to the Chairman at this point.

October Results.

Mr. Lewis advised the Board that October had been a spectacular month for the Centre in that approximately $270,000 in revenues had been generated, with a profit in excess of $67,000. That puts the Centre's deficit at the end of ten months at around $225,000. Mr. Lewis stated that the management team now at the Centre is doing a first class job.

1984 to 1988 Marketing Plan

7. Marketing Plan - 1984 to 1988

Mr. Penfold presented the 1984 to 1988 Marketing Plan to the Board. He commented that this was the third draft of the plan which had gone through the Marketing and Sales Committee on two prior occasions. The plan reflects that the Hamilton Convention Centre marketing emphasis will gradually turn from local to the national and international market with mid-size conventions the target.

Mr. Braley advised the Board of some concerns he had with regard to the plan, among which were the following:

(a) The Marketing Plan is based on the fact that the new hotel will be completed by a certain date. Mr. Braley stated he did not see that happening, and therefore large amounts should not be committed for external advertising until there is tangible evidence the hotel will be in place.

(b) The plan calls for a large number of things to be accomplished at the same time, with limited personnel available.

(c) Mr. Braley would prefer to see the Centre continue with local and regional marketing and bring the deficit down, and then gradually move into national and international marketing.

(d) He felt, in his opinion that large expenditures on ads in meeting and incentive travel publications were not as effective as direct mail, and personal sales calls.

Alderman Bethune left the meeting at this point.

Alderman Hinkley referred to target groups, as mentioned in the plan. He indicated that a large group of meeting planners will be altogether at the Centre during the 1984 New Democratic Party Convention. Mr. Lewis suggested that this would be an opportune time for the Centre to host a V.I.P. reception for selected delegates of the Conference in an attempt to secure future business. — General Manager

On the motion of Mr. Terry Yates, seconded by Mr. David Braley, the Board approved the marketing plan for 1984 to 1988 as presented.

Operating Budget - 1984

8. 1984 Operating Budget

Mr. Braley presented the 1984 operating budget to the Board. He pointed out that the 1984 budget calls for a deficit of $490,000, inclusive of increased costs for advertising and promotion. Without advertising, the deficit would be $367,470, with a $1,650,000 figure for revenue. The 1984 deficit projected to be $490,000 represents a 7.3% decrease from the 1983 budgeted deficit.

After further discussion, on the motion of Mr. David Braley, seconded by Mr. Terry Yates, the Board approved the 1983 operating budget as presented, and directed that it be forwarded to the City Treasurer for presentation to the Finance Committee and City Council.

It was noted that the increase in advertising and promotional costs of approximately $120,000 over 1983 figures, was footnoted in the budget as being contingent on the hotel going forward.

Mr. Lewis advised the Board that the budget had been carefully put together and worked through the Committees. The budget has little room for further cutting, and was referred to as a "bare bones" budget.

9. Other Business

Staff

(a) Staff -

Mr. Yates expressed his concern over a comment made earlier by the General Manager respecting the tired condition of the staff after having worked very hard during the month of October to achieve such excellent results, and the busy months of November and December being ahead. Mr. Yates was worried that if staff are too tired, there may be slippage in service, and/or attitude.

Mr. Penfold felt that staff would get through the next two months with no problems, and he pointed out that staff do receive some concessions, especially during the very slow summer months.

1984 Bookings

(b) 1984 Bookings

In response to an inquiry by Mr. Yates, Mr. Penfold advised that bookings for 1984 are up over 1983 by approximately 8% in the first quarter.

Decision of Inflation Restraint Board

(c) Decision of Inflation Restraint Board - Thorne Stevenson & Kellogg Salary Study

In view of a letter written by the General Manager to all members of City Council advising that the Inflation Restraint Board had declined the application of the Hamilton Convention Centre to implement its salary scheme, Alderman Hinkley requested information on where that leaves the Centre.

Mr. Penfold advised that there is new legislation governing the Inflation Restraint Board which makes the new Board a monitoring body only. Under the new Act, the Centre should not encounter the same problems. Currently, the Centre is awaiting advice from an officer of the Board in Toronto on the best method of approaching the problem.

Service of Desserts

(d) French Service of Desserts

Alderman Hinkley pointed out the difficulty experienced by some waitstaff in serving certain desserts. He suggested this might be alleviated by further training, or by using an alternate method of service.

Hussey Seating

(e) Hussey Seating

Alderman Hinkley advised the Board that Hussey will not require the seating for refurbishing until August of 1984. In addition, because the City paid for the seating in the first place, it is probable that the Centre will receive no credit for the seating, and that the seats will be exchanged for the sum of $1.00.

Alderman Hinkley suggested that the City be requested to pay moving and storage costs in order to get the seating out of the Convention Centre loading dock. — General Manager

Signage

(f) Signage

The Board was assured that management will continue to supplement existing signage, and this will be aided substantially with the purchase of the sign machine.

Next Meeting

(g) Next Meeting

The Board set the date for their next meeting on Monday, December 12th, 1983 at 7:30 p.m.

On the motion of Mr. Terry Yates, seconded by Mr. David Braley, the meeting then adjourned.

TAKEN AS READ AND APPROVED:

MILTON J. LEWIS, Q.C.,
CHAIRMAN

Bonnie Cook
Secretary.

NOV 2 1 1983

קאנאדער ייִדישער קאנגרעס • הקונגרס היהודי הקנדי

CANADIAN JEWISH CONGRESS • CONGRÈS JUIF CANADIEN
ONTARIO REGION
4600 Bathurst Street, Willowdale, Ontario M2R 3V2 Phone: (416) 635-2883

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ED WAITZER

Executive Director
DR. EDMOND Y. LIPSITZ

17th November, 1983

3 (a)

Mr. Nat Davidson,
Sales Manager,
Hamilton Convention Centre,
115 King Street, W.
Hamilton, Ont. L8P 4T9

Dear Mr. Davidson,

Just to let you know that we had a very successful conference at your Centre on Tuesday, 15th November and thank you for all your endeavours on our behalf.

Part of any conference is the "behind the scenes" set up and I must compliment you and your staff for the efficient handling and delivery of services.

Please convey our thanks to all concerned.

Yours sincerely,

Rupert Shriar

Rupert Shriar, Coordinator
Provincial Action Group
on Deinstitutionalization

DEC 05 1983

INDUSTRY-EDUCATION COUNCIL/HAMILTON-WENTWORTH

P.O. Box 745, Station 'A'
Hamilton, Ontario
L8N 3M8
(416) 529-4483
November 29, 1983

3(b)

Mr. William Penfold,
General Manager
Hamilton Convention Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Dear Mr. Penfold:

The Marketing '83 Conference is now past history and our perception is that it was a resounding success. The feedback to date has been very positive.

The Convention Centre's donation of 20 Hamilton Games for the draw and as gifts for our speaker and head table guests were very much appreciated. Robin Laking's involvement in this project is an excellent example of the business community interacting with the school system. This was one of the main objectives of the Conference.

On behalf of the 300 Committee members, teachers, students and guests who participated thank you very much.

We are meeting early next month to formally evaluate the Conference and to start planning for Marketing '84. We are filled with enthusiasm, and hope that we can count on your continued support.

Yours sincerely,

Alf Davis

Alf Davis, Chairman
Advisory Committee

AD:cs
Enclosure

HAMILTON CONVENTION CENTRE

4

ADMINISTRATION/OPERATIONS COMMITTEES

REPORT

December 7, 1983

The Administration and Operations Committees met jointly on December 6th, 1983, and report as follows:

1. Employment of Part-time Waitstaff

For the information of the members of the Board, the Committees have directed management to utilize the services of Canada Manpower, and the employment agencies located at Barton and Ottawa Streets, and in Terminal Towers to secure mature personnel to augment the Centre's waitstaff, as and when additional staff are required.

2. Parking for Convention Delegates

The Committees advise the Board that the policy of free parking for registered trade show and convention delegates will be in force on January 1st, 1984. A voucher has been drawn and approved by the General Manager of the Parking Authority, and when in use, the voucher will be stamped and parking fees paid directly from a City of Hamilton account set up for this purpose.

3. Access to the Disabled

As the members of the Board will recall, the issue of access to the Centre by the disabled was brought to the attention of the Board by Regional Chairman Anne Jones. This same matter has also come to the attention of management on several occasions.

In order to alleviate these problems, the attached report dated December 1st, 1983 from the General Manager was presented to the Committees.

The Committees discussed the report, approved the recommendations in principle, and directed that any expenditure of funds will be subject to the tender process, and applicable policies of The Corporation of the City of Hamilton with regard to access to the disabled.

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4. Donations of Art

The Committees wish to advise the Board that the Board Chairman has written to the City's major corporations soliciting donations of art, and the General Manager has contacted the private galleries, City Hall, and the Art Gallery in an attempt to secure either donations or exhibitions of works of art. Although the letters of request have just been sent, there has already been some interest expressed.

The Committees have requested that management also contact some of the smaller local companies, as many may be able to assist the Centre by donating paintings, prints or photographs.

Management will explore the possiblity of inviting these companies to make a donation to the Centre as part of the City's Bicentennial celebrations. A reception could be staged by the Centre at which companies wishing to make donations would be invited to make presentations.

5. Air Intake/Exhaust Problem

The members of the Board are advised that the Architect of the Centre designed the louvers on the air intake and exhaust system to all slant downwards in order to be more aesthetically pleasing. As the Board will recall, this has resulted in exhaust air being drawn into the intake system, causing discomfort in the building temperature in spring and fall. The matter has been referred to the City Architect to study and resolve the problem.

6. Request for Capital Purchases

The Committees have approved, and recommend to the Board for approval, the following 1983 capital purchases, all of which were included in the second 1983 capital allocation:

Sweda Cash Registers	$4,500	
Communication Radios	2,100	
Platform Trucks	1,400	
Moving Text Displays	2,300	
Liquor Dispensers	4,150	$14,450
Funds for Construction of Staff Changerooms and Parcel Cage Room		6,160
TOTAL:		$20,610

NOTE: These capital purchases are subject to the approval of the Audit/Finance Committee, and the prices shown include all applicable taxes and a 10% (rounded) increase to account for price fluctuations at the time of ordering.

Please refer to the material submitted with the Audit/Finance Committee report for the rationale for these purchases.

Respectfully Submitted,

Keith L. Clark, per bc

KEITH L. CLARK, CHAIRMAN,
ADMINISTRATION COMMITTEE

Bill B. Stetson, per bc

BILL B. STETSON, CHAIRMAN,
OPERATIONS COMMITTEE

Bonnie M. Cook
Secretary

HAMILTON CONVENTION CENTRE

December 1, 1983

MEMO TO ADMINISTRATION/OPERATIONS COMMITTEES

Attached for your information is the action we intend to take to improve accessibility in the Centre for the handicapped.

Approval in principle is recommended. Once approval is received, we will then request quotes on the telephones and door.

William J. Penfold,
General Manager.

WJP:bc

c.c. Members, Audit/Finance Committee. (for information)

115 King Street West, Hamilton, Ontario, Canada L8P 4T9 (416) 523-5883

MEMO TO: William Penfold

FROM: Stephen Dockman DATE: November 29, 1983

RE: Accessibility to the Centre for the Physically Disabled

As you are aware, the Summers Lane elevator is keyed off for Security reasons. If there is a requirement for an individual to move from floor to floor, our Security officer is contacted and assistance given by using the Summers Lane elevator.

In order to allow greater accessibility for the physically disabled, the following procedures will be implemented immediately:

1) All Management Personnel will be issued an elevator key. This will enable any member of management to operate the elevator and assist the disabled whenever possible.

2) All Management Personnel will be trained in the operating procedures of the elevator.

3) The Information Desk Personnel will be issued an elevator key. This would enable them to operate the elevator if they are unable to locate Security or in a matter of urgency.

4) The elevator will be left on the first floor whenever it is not in use. This will enable us to locate the elevator when it is required.

5) While there are functions in the building, the doors leading from the vestibule into the corridors will be unlocked. This will only apply to floors where there are functions in progress.

6) During certain events, the elevator will be keyed to operate between floors one and three or between floors one and two, and left on automatic for anyone to operate. Access to the elevator will be limited to the interior corridors only.

7) Emergency telephones will be installed in both the Summers Lane and King St. elevators at a cost of approximately $1200.00. This will enable an individual to call for assistance if the need arises. A sign will be posted in the first floor vestibule indicating that an emergency telephone is available in the elevator.

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8) Directional signage will be posted near the entrance of the vestibule on all three floors indicating the location of the elevator.

In order to allow access and egress to and from the facility, I recommend the purchase of two Gyro-Tech Dual Access Systems or something similar which is designed for the benefit of the disabled. The cost of this system is approximately $4,000.00.

Information and a quotation has been received from Ontario Door Controls Limited who currently provide service for the Summers Lane doors.

Stephen H. Dockman
Director of Operations

SHD/ml

Attach.

ONTARIO DOOR CONTROLS LIMITED
AUTOMATIC SERVICE EXPERTS

77 PARK STREET NORTH
HAMILTON, ONTARIO
L8R 2M8
TELEPHONE (416) 522-0818

296 EGERTON STREET
LONDON, ONTARIO
N5Z 2G7
TELEPHONE (519) 453-8911

2465 HOWARD AVENUE
WINDSOR, ONTARIO
N8X 3V7
TELEPHONE (519) 256-3035

195 NATCHEZ RD., SUITE 404
KITCHENER, ONTARIO
N2B 1W2
TELEPHONE (519) 742-7411

PLEASE ADDRESS REPLY TO:

77 Park St. N.

November 25, 1983

FILE NO.

Mr. S. H. Dockman, Director of Operations
Hamilton Convention Centre
115 King Street West
HAMILTON, Ontario
L8P 4T9

Re: New door operators for the handicapped
Entrance on Summer's Lane

Dear Mr. Dockman;

Further to our conversation, following is our quotation for new door operators as requested.

Our work is to include:

- The supply and installation of two Gyro-Tech Dual Access System # 500 door operators (1 - interior, 1 - exterior door).
- The supply and installation of four (4) surface mounted wall switches, engraved with the handicap logo and "Push to Open".
- Power supply and low voltage wiring to the wall switches is included. However, please note that in view of the entranceway construction, most wiring must be run on the surface inside wire-molds, but will be run concealled whereever possible.

Your price for the above, including all taxes and installation is ... $ 3,730.00.

Extra: To use radio controlled wall switches in lieu of surface wiring, add ... $ 255.00.

Being fully aware of your concern for keeping maintenance and service costs to a minimum, I would point out that Gyro-Tech equipment carries a full two year warrantee, including parts and service.

Should you see fit, a 30 minute demonstration of the equipment can be arranged at your office, at your convenience.

Yours very truly,

ONTARIO DOOR CONTROLS LIMITED

Sam Borsellino

SJB:ba

S. J. Borsellino

Gyro-Tech by O.D.C. - Leaders in Southwestern Ontario

GT 500 series

dual access system for the disabled

8ent/Gy

The Gyro Tech System 500 is a combination manual door closer and automatic door operator. It installs on new or existing swinging doors, either exterior or interior, without structural changes. System 500 was developed to prevent swinging doors from becoming barriers to persons with physical handicaps, disabilities or temporary limitations.

It provides two modes of operation —
1-Conventional manual with automatic closing
2-Automatic by means of pushbutton control

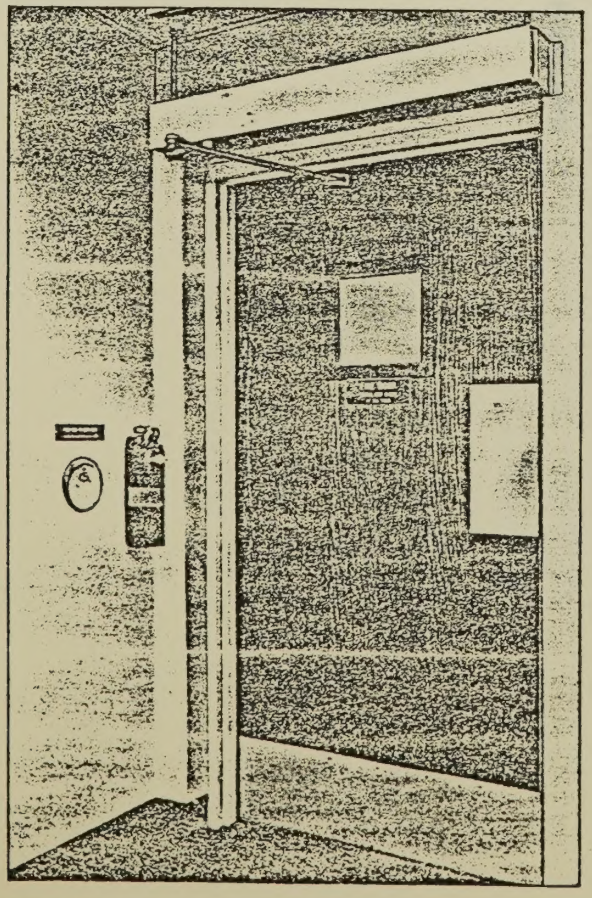
GT System 500 is ideal for applications in Hospitals, Restaurants, Convalescent Homes, Banks, Shops or any public entrance where economy dictates manual operation for normal use and the availability of automatic operation for exceptional use.

features & benefits

- Low cost automation of new or existing swinging doors.
- Min. maintenance requirements.
- Provides instant choice of manual or automatic operation.
- Automatic operation is all electric.
- Option available to effectively handle difficult stack pressures and wind conditions.
- Provides adjustable automatic opening and closing timing for maximum safety.
- GT SYSTEM 500 is Underwriter Laboratory listed.
- Meets the access requirements of the disabled as required by Federal Regulation ANSI 117.

manual mode

When opened manually, the door will begin to slowly close immediately upon release in the same manner as a conventional door coser. Door opening pressure in the manual mode not to exceed 12 lbs.



automatic mode

All electric operation is actuated by pushplates, wall switches, etc. Normal full opening time is 10 seconds with hold open time adjustable. Gentle closing is by means of a self contained spring. (Note: A holding mat is recommended for protection on the egress side of the door.)

5(a)

HAMILTON CONVENTION CENTRE

UNAUDITED OPERATING RESULTS

FOR THE TEN MONTH

PERIOD ENDED OCTOBER 31, 1983

INDEX

OPERATING RESULTS FOR
THE TEN MONTH PERIOD
ENDED OCTOBER 31, 1983

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Account Number 3301 indicates Revenues

Account Number 3321 indicates Expenditures

HAMILTON CONVENTION CENTRE

UNAUDITED FINANCIAL REPORT FOR THE

TEN MONTH PERIOD ENDED OCTOBER 31, 1983

Enclosed are the operating results for the month of October and the ten month period ended October 31, 1983, which indicate a profit (deficit) of approximately $67,275 and $(225,300), respectively.

It should be noted that the profit of $67,275 realized for the month of October, 1983 represents a record month for this facility, due primarily to record revenues of $270,486 for the month.

The Centre's operating deficit of $225,300 for the ten month period ended October 31, 1983, is well within its budget apportionment of $427,650. This is noteworthy since it indicates a budgetary surplus of approximately $202,350 which represents an increase of $68,275 over that previously reported for the nine month period ended September 30, 1983. The $202,350 surplus arose primarily due to the following reductions from budget:

(1) $47,280 in part-time labor costs (see page 21 attached);

(2) $24,307 in food and beverage costs (see page 22 attached);

(3) $46,111 in salary and benefit costs (net of gratuity recoveries);

(4) $13,881 in repairs and maintenance charges controlled by the City architect's department;

(5) $4,183 in advertising and promotion costs;

(6) $1,989 in banquet operating supplies; and

(7) $2,781 in legal fees.

Furthermore, it should be noted that the profit margin earned on revenues of $86,496 in excess of budget also contributed to the $202,350 surplus.

con't....

REVENUES

Revenues for the ten month period ended October 31, 1983 are $86,496 or 7.7% above budget. In comparison with 1982 actual revenues, current 1983 revenues are $29,116 or 2.5% higher.

A COMPARISON OF THE TEN MONTH ACTUAL DEFICIT FOR 1983 WITH THAT INCURRED FOR 1982

The ten month actual deficit of $225,300 for 1983 compares very favorably with the $313,720 deficit for 1982 due largely to the following reductions from 1982 actual:

(1) $87,480 in advertising, promotion and travelling (marketing department) costs; and

(2) $33,230 in security and janitorial costs.

However, partially offsetting the above reductions is a $24,060 increase in professional fees for 1983 due primarily to the litigation.

If you have any questions, please contact either Mr. William Penfold, the General Manager or myself.

Yours very truly,

John A. Leuser

John A. Leuser, B.Comm., C.A.
Director of Finance

November 16, 1983

HAMILTON CONVENTION CENTRE

Account Number 3301 indicates Revenue detail

Account Number 3321 indicates Expense detail

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	Revenue:					
$ 258,039	Rentals, etc, 3301-10	$ 271,900	$ 239,700	$ 48,330	$ 250,330	92.1%
846,591	F & B Banquets, etc. 3301-20	1,052,000	819,000	207,331	895,219	85.1%
73,750	Other Operating Revenue 3301-30	76,100	62,300	14,825	61,947	81.4%
$1,178,380	Revenue from Operations	$1,400,000	$1,121,000	$270,486	$1,207,496	86.2%
1,492,100	Less Total Expenditures as shown on page 6.	1,928,550	1,548,650	203,211	1,432,796	74.3%
$ 313,720	Excess of Expenditures Over Revenue From Operations	$ 528,550	$ 427,650	$(67,275)	$ 225,300	42.6%
	Contribution From the City of Hamilton 3301-02	528,550	427,650	1,000	427,650	80.9%
	Budgetary Surplus	NIL	Nil	$ 68,275	$ 202,350	

Note: It should be noted that:

(1) The operating statements have been prepared on the accrual basis of accounting; and
(2) No provision for other than legal and audit fees has been made in the operating statement in respect of the litigation.

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 258,039	Rentals - 3301 - 10 -	$271,900	$ 239,700	$ 48,330	$ 250,330	92.1%
$ 90,551	Wentworth Exhibition Hall - 10	$ 95,000		$ 9,747	$ 78,902	83.1%
1,600	Display Windows - 11	2,000		725	4,950	247.5%
32,413	Albion Room - 20	35,800		6,460	21,164	59.1%
1,446	Meeting Room No. 201 - 21	1,700		247	1,150	67.6%
7,598	Meeting Room No. 202 - 22	8,000		826	4,158	52.0%
4,522	Meeting Room No. 203 - 23	5,000		634	3,042	60.8%
900	Meeting Room No. 204 - 24	1,300		99	1,007	77.5%
3,053	Meeting Room No. 205 - 25	3,000		549	2,646	88.2%
6,953	Meeting Room No. 206 - 26	7,500		900	6,239	83.2%
77,548	Chedoke Banquet Hall - 30	80,000		17,602	92,327	115.4%
21,521	Webster Room - 31	21,500		7,328	25,578	119.0%
7,612	Meeting Room No. 314 - 32	8,000		2,413	5,230	65.4%
1,000	Hamilton Convention & Show Services - 40	1,200		100	1,000	83.3%
360	Grand Piano Rental - 55	400		-	660	165.0%
962	Rental of Tables, Chairs, Etc. - 60	1,500		700	2,277	151.8%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achived
$ 846,591	Food & Beverage Sales - Banquet - 3301 - 20 -	$ 1,052,000	$ 819,000	$ 207,331	$ 895,219	85.1%
$ 545,808	Food - 10	$ 675,000	$ 572,000	$ 129,583	$ 600,724	89.0%
31,952	Coffee, Juice (non-bar) Soft Drinks - 15	45,000		7,400	31,019	68.9%
100,933	Liquor - 35	120,000	247,000	31,590	120,628	100.5%
71,353	Beer - 40	90,000		17,784	59,176	65.8%
86,620	Wine - 45	107,000		18,379	73,063	68.3%
9,925	Soft Drinks (bar) and Fruit Punch - 50	15,000		2,595	10,609	70.7%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 73,750	Other Operating Revenue - 3301 - 30 -	$ 76,100	$ 62,300	$ 14,825	$ 61,947	81.4%
$ 5,402	Corrections To Prior Year Revenues - 12	$ -	$	$ -	$ -	- %
34,222	Audio-Visual Electrical, Lighting, & Operating Equipment Recoveries - 50	38,700		6,300	31,100	80.4%
180	Staff Time Recoveries - Bartenders - 60	300		6	321	107.0%
995	Staff Time Recoveries - Wait Staff - 61	1,200		5	136	11.3%
7,232	Staff Time Recoveries - Cashiers - 62	9,000		862	5,785	64.3%
9,553	Staff Time Recoveries - Security - 63	10,000		3,026	7,828	78.3%
1,665	Staff Time Recoveries - Porters - 64	1,800		528	3,042	169.0%
1,900	Staff Time Recoveries - Janitors - 67	2,500		3,200	5,154	206.2%
324	Staff Time Recoveries - Elevator Operator - 68	400		254	374	93.5%
108	Corkage Recoveries - 70	200		-	-	- %

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 7,323	Ticket Sales - Amateur Sport Dinner Theatre and Other - 89	$ -	$	$ -	$ 768	- %
(7,323)	Settlement of Events Clearing - 90	-		-	(768)	- %
5,550	Cigarette Sales - 92	4,000		308	2,086	52.2%
287	Bell Canada Commission - 93	400		-	179	44.8%
-	Retail Sales Tax Compensation - 96	-		(166)	1,354	- %
6	Sale of Hamilton Games - 97	-		-	-	- %
6,326	Miscellaneous Recoveries - 99	7,600		502	4,588	60.4%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
	EXPENDITURES - 3321 -					
$ 218,251	Administration - 01	$ 360,630	$ 306,996	$ 26,275	$ 282,985	78.5%
943	Management Staff Recruitment - 02	2,050	2,050	-	2,041	99.6%
17,852	Information Desk & Smoke Shop - 06	20,830	16,129	2,098	10,383	49.8%
4,972	Financial Expenditures - 08	20,300	15,092	1,180	12,599	62.1%
280,245	Building Maintenance - 10	351,480	278,749	28,294	249,613	71.0%
24,107	Purchasing/Receiving - 20	34,820	28,673	2,927	24,519	70.4%
194,042	Marketing & Sales Promotion - 30	137,770	105,486	9,856	96,829	70.3%
96,899	F & B Administration - 50	89,710	76,177	4,074	72,101	80.4%
317,148	F & B Kitchen - 52	423,220	339,784	59,206	329,643	77.9%
337,200	F & B Banquet - 54	487,740	379,514	69,257	351,652	72.1%
441	F & B Wastage - 58	-	-	44	431	- %
$1,492,100		$ 1,928,550	$1,548,650	$203,211	$1,432,796	74.3%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 218,251	Administration 3321 - 01 -	$ 360,630	$306,996	$26,275	$282,985	78.5%
$ 109,355	Salaries & Wages - 01	$ 198,900	$166,163	$16,097	$153,980	77.4%
4,656	Temporary Help - Office - 02	500	500	-	-	- %
763	Long Term Disability - 04	1,800	1,500	122	974	54.1%
8,780	Pensions - 05	14,460	12,100	964	10,126	70.0%
1,710	Unemployment Insurance - 07	4,540	3,740	304	2,835	62.4%
4,102	Medical & Hospital - 08	8,840	7,300	678	6,447	72.9%
1,712	Group Life Insurance - 10	3,000	2,365	157	1,481	49.4%
15,721	Telephones & Telegrams - 11	18,000	14,725	1,645	14,416	80.1%
1,758	Postage - 16	2,400	1,950	223	1,640	68.3%
6,708	Office Supplies & Stationery - 21	7,100	6,100	2,502	6,587	92.8%
167	Compensation to Client/Guest For Lost Items, Cleaning, etc. - 25	-	-	88	60	- %
2,766	Rental To Hamilton Place In Order To Re-Schedule - 28	-	-	-	-	- %
447	Repairs & Maintenance - Office Equipment - 31	1,000	820	-	216	21.6%
160	Licences and Permits - 43	500	410	-	190	38.0%
(109)	Bank Charges - 44	100	100	(1)	(3)	- %

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 118	Service Charges - 45	$ 300	$ 240	$ 29	$ 131	43.7%
539	Brinks Charges - Transportation of Money - 46	900	625	88	374	41.6%
5,320	Consultant's Fees - 56	8,610	8,610	-	8,603	99.9%
744	Entertainment Expenses - General Manager - 61	1,000	760	80	398	39.8%
462	Entertainment Expenses - Assist. Gen. Man. - 62	-	-	-	-	- %
-	Board of Directors Meetings - 63	2,240	1,060	68	639	28.5%
(20)	(Over) & Short - 66	-	-	(14)	(19)	- %
140	Office Equipment - 71	1,000	833	91	262	26.2%
14,296	Rental - Office Equipment - 83	16,000	13,050	1,000	12,395	77.5%
(37)	Travelling - 91	1,450	1,268	1,127	1,208	83.3%
586	Car Allowance - 92	-	-	-	-	- %
583	Memberships & Subscriptions - 93	1,500	1,340	-	1,127	75.1%
-	Training Courses - 94	1,650	1,597	244	1,317	87.8%
10,000	Audit Fees - 97	13,440	11,320	783	11,862	88.3%
26,824	Legal Fees - 98	51,400	48,520	-	45,739	89.0%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 943	Management Staff Recruitment 3321 - 02 -	$ 2,050	$ 2,050	$ -	$ 2,041	99.6%
$ 884	Recruiting Costs - 12	$ 2,050	$ 2,050	$ -	$ 2,041	99.6%
-	Consultant's Fees - 60	-	-	-	-	- %
59	Relocation Cost - Staff - 96	-	-	-	-	- %

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	The Month Of October, 1983	The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 17,852	Information Desk & Smoke Shop - 3321 - 06 -	$ 20,830	$ 16,129	$ 2,098	$ 10,383	49.8%
$ 12,174	Temporary Help - 02	$ 16,200	$ 12,444	$ 1,704	$ 8,031	49.6%
234	Pensions - 05	420	318	20	100	23.8%
338	Unemployment Insurance - 07	560	422	61	231	41.1%
4,782	Tobacco Supplies - 23	3,000	2,403	259	1,482	49.4%
324	Cigarette Machine Rental - 87	650	542	54	539	82.9%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 4,972	Financial Expenditures 3321 - 08 -	$ 20,300	$ 15,092	$ 1,180	$ 12,599	62.1%
$ 27	Credit Bureau Charges - 47	$ 100	$ 84	$ 4	$ 25	25.0%
43	Provision for Collection Fees - 48	200	166	-	-	- %
5,400	Provision For Bad Debts - 49	6,000	5,000	500	5,000	83.3%
-	Replacement - China - 71	2,000	1,620	-	1,603	80.2%
29	Replacement - Glassware - 72	7,000	4,140	(8)	4,110	58.7%
(839)	Replacement - Silver - 73	1,000	820	684	990	99.0%
-	Replacement - Linen - 74	4,000	3,262	-	871	21.8%
-	Replacement - Furniture - 75	-	-	-	-	- %
-	Replacement - Interior Decorations - 76	-	-	-	-	- %
312	Replacement - Kitchenware - 77	-	-	-	-	- %

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 280,245	Building Maintenance - 3321 - 10 -	$ 351,480	$ 278,749	$ 28,294	$249,613	71.0%
$ 16,379	Salaries & Wages - 01	$ 18,430	$ 15,208	$ 1,462	$ 14,783	80.2%
3,174	Temporary Help - 02	12,000	9,591	-	465	3.9%
136	Long Term Disability Premium - 04	190	159	12	82	43.2%
1,134	Pensions - 05	1,680	1,395	102	1,051	62.6%
326	Unemployment Insurance - 07	1,070	865	44	451	42.1%
617	Medical & Hospital - 08	1,470	1,205	110	1,089	74.1%
150	Group Life Insurance - 10	210	170	14	133	63.3%
4,500	Water Rates and Sewer Surcharge - 13	6,000	5,000	500	5,000	83.3%
2,100	Garbage Disposal - 19	1,500	1,000	171	1,013	67.5%
1,947	Decorations - 21	1,000	-	45	173	17.3%
1,371	Cleaning & Washroom Supplies - 22	5,150	4,283	962	3,367	65.4%
453	Operating Supplies - 23	1,200	833	143	981	81.8%
65,000	Repairs & Maintenance - Engineering (0333-0999) Responsibilities - 31	113,380	91,306	7,288	77,425	68.3%
16,884	Repairs & Maintenance - Building - 33	26,600	15,997	928	16,082	60.5%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 21,706	Insurance - Fire and Liability - 42	$ 32,000	$ 26,670	$ (457)	$ 23,543	73.6%
46,696	Contractual Services - Janitorial - 57	45,000	35,500	6,690	34,940	77.6%
77,838	Contractual Services - Security - 58	68,000	56,600	6,931	56,364	82.9%
8,505	Contractual Services - Various - 60	7,500	6,100	1,020	6,121	81.6%
10,786	Security - Recoverable From Events - 61	8,000	6,000	2,329	6,260	78.3%
543	Small Tools - 73	800	667	-	290	36.3%
-	Furnishings & Decorations - 74	-	-	-	-	- %
-	Rental - Maintenance Equipment - 88	300	200	-	-	- %

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 24,107	Purchasing/Receiving - 3321 - 20 -	$ 34,820	$ 28,673	$ 2,927	$ 24,519	70.4%
$ 14,533	Salaries and Wages - 01	$ 19,800	$ 16,450	$ 1,599	$ 16,449	83.1%
5,174	Temporary Help - 02	10,000	7,998	869	4,627	46.3%
121	Long Term Disability Premium - 04	190	158	13	137	72.1%
1,189	Pensions - 05	1,650	1,380	129	1,269	76.9%
447	Unemployment Insurance - 07	1,000	830	81	640	64.0%
952	Medical and Hospital - 08	1,470	1,195	110	1,089	74.1%
129	Group Life Insurance - 10	210	170	15	139	66.2%
1,562	Operating Supplies - 23	500	492	111	169	33.8%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	The Month Of October, 1983	The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 194,042	Marketing and Sales Promotion 3321 - 30 -	$ 137,770	$ 105,486	$ 9,856	$ 96,829	70.3%
$ 60,172	Salaries & Wages - 01	$ 65,200	$ 53,556	$ 5,278	$ 53,086	81.4%
396	Long Term Disability Premium - 04	700	578	23	242	34.6%
4,312	Pensions - 05	5,100	4,200	381	3,761	73.7%
756	Unemployment Insurance - 07	1,940	1,600	132	1,235	63.7%
2,042	Medical and Hospital - 08	3,200	2,614	296	1,923	60.1%
644	Group Life Insurance - 10	950	769	49	292	30.7%
111,426	Advertising and Promotion - 12	50,000	33,826	3,501	29,643	59.3%
548	Office Supplies - 21	1,500	1,220	30	798	53.2%
186	Entertainment Expense - Sales Manager - 61	1,500	1,250	-	710	47.3%
871	Entertainment Expense - Sales Rep.- 63 (1982 - Dir. of Marketing)	1,000	700	11	51	5.1%
8,254	Travelling - 91	4,000	2,833	155	2,557	63.9%
3,800	Car Allowance - 92	1,000	1,000	-	1,000	100.0%
635	Memberships & Subscriptions - 93	1,680	1,340	-	1,531	91.1%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 96,899	Food and Beverage - Administration & Client Services 3321 - 50 -	$ 89,710	$ 76,177	$ 4,074	$ 72,101	80.4%
$ 80,383	Salaries and Wages - 01	$ 74,650	$ 63,352	$ 5,233	$ 63,200	84.7%
	Gratuity Recoveries on Salaries - 02	(10,370)	(8,074)	(2,220)	(9,200)	88.7%
642	Long Term Disability Premium - 04	850	708	42	517	60.8%
5,639	Pensions - 05	5,670	4,728	333	4,929	86.9%
2,671	Workmen's Compensation - 06	6,000	4,600	159	4,301	71.7%
1,045	Unemployment Insurance - 07	1,940	1,609	133	1,353	69.7%
2,586	Medical and Hospital - 08	3,000	2,450	139	1,773	59.1%
777	Group Life Insurance - 10	990	807	50	517	52.2%
2,715	Office Supplies and Printing (Menus and Tickets) - 21	6,000	5,150	196	4,295	71.6%
87	Laundry and Rental - 27	-	-	-	-	- %
77	Entertainment Expense - Catering/ Client Services - Manager - 60	600	500	1	226	37.7%
118	Entertainment Expense- Catering/ Client Services Rep. (1982-Dir. of Catering) - 61	200	167	8	45	22.5%
14	Travelling - 91	-	-	-	-	- %
145	Memberships and Subscriptions - 93	180	180	-	145	80.6%

Budgeted Operating Results For

Actual Operating Results For

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	The Year Ended December 31, 1983	The Ten Month Period Ended October 31, 1983	The Month Of October, 1983	The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 317,148	Food and Beverage - Kitchen 3321 - 52 -	$ 423,220	$ 339,784	$ 59,206	$ 329,643	77.9%
$ 65,429	Salaries and Wages - 01	$ 100,810	$ 82,641	$ 7,746	$ 78,949	78.3%
	Gratuity Recovery on Salaries - 02	(20,740)	(16,148)	(4,441)	(18,401)	88.7%
10,942	Temporary Help - Cooks and Kitchen - 03	13,680	10,868	2,337	11,177	81.7%
608	Long Term Disability Premium - 04	1,050	872	47	554	52.8%
5,577	Pensions - 05	8,260	6,750	588	5,914	71.6%
1,715	Unemployment Insurance - 07	4,160	3,424	368	2,463	59.2%
3,259	Medical and Hospital - 08	5,100	4,111	305	3,895	76.4%
24,385	Temporary Help - Stewarding - 09	34,720	27,029	5,075	22,814	65.7%
563	Group Life Insurance - 10	980	792	56	559	57.0%
10,711	Cleaning and Operating Supplies - 23	14,000	11,045	1,492	11,286	80.6%
2,207	Repairs & Maintenance - Kitchen Equipment - 32	9,000	8,100	775	7,869	87.4%
191,752	Food Cost - 64	252,000	200,200	44,858	202,558	80.4%
-	Rental - Operating Equipment - 88	200	100	-	6	3.0%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 337,200	Food and Beverage - Banquet 3321 - 54 -	$ 487,740	$ 379,514	$ 69,257	$351,652	72.1%
$ 22,074	Salaries and Wages - 01	$ 90,310	$ 73,007	$ 7,221	$ 66,555	73.7%
	Gratuity Recovery on Salaries - 02	(20,740)	(16,148)	(4,441)	(18,401)	88.7%
20,641	Temporary Help - Cashiers - 03	26,890	20,934	3,675	15,603	58.0%
107	Long Term Disability Premium - 04	900	736	52	273	30.3%
3,569	Pensions - 05	9,560	7,805	948	7,061	73.9%
60,336	Temporary Help - Service Staff - 06	77,250	60,173	13,103	57,899	75.0%
2,382	Unemployment Insurance - 07	7,600	6,190	1,237	5,401	71.1%
1,567	Medical and Hospital - 08	5,100	4,080	314	2,556	50.1%
52,716	Temporary Help - Porter Staff - 09	70,550	56,415	9,791	55,543	78.7%
148	Group Life Insurance - 10	800	653	60	451	56.4%
50	Contractual Services - Entertainment - 19	-	-	-	-	- %
11,801	Operating Supplies - 23	21,000	16,250	2,972	14,261	67.9%
3,831	Meeting Room Supplies - 24	6,000	4,185	-	2,705	45.1%
25,442	Uniforms, Clothing and Laundry - 27	16,000	12,400	2,417	12,446	77.8%
	Linen Cleaning - 28	20,500	15,900	3,213	15,552	75.9%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 96	Repairs to banquet & meeting room equipment - 32	$ 2,500	$ 2,014	$ 114	$ 1,081	43.2%
93,246	Beverage Costs - 65	119,520	88,920	23,033	88,665	74.2%
39,194	Rental - Operating Equipment - 88	34,000	26,000	5,548	24,001	70.6%

Actual Operating Results For The Ten Month Period Ended October 31, 1982	Description	Budgeted Operating Results For The Year Ended December 31, 1983	Budgeted Operating Results For The Ten Month Period Ended October 31, 1983	Actual Operating Results For The Month Of October, 1983	Actual Operating Results For The Ten Month Period Ended October 31, 1983	Percentage Of Total 1983 Annual Budget Spent Or Achieved
$ 441	Food and Beverage - Wastage and Staff Refreshment 3321 - 58 -	$ -	$ -	$ 44	$ 431	- %
$ -	Food - Wastage - 64	$ -	$ -	$ -	$ -	- %
363	Liquor - Wastage/Breakage - 65	-	-	44	431	- %
78	Liquor, Beer, Etc. - Theft - 66	-	-	-	-	- %

HAMILTON CONVENTION CENTRE

PART-TIME LABOUR UTILIZATION

REPORT FOR THE PERIOD OF

JANUARY 1, 1983 TO OCTOBER 31, 1983

	Actual		Budget Based On Actual Revenues Achieved		
Part-time Staff	Amount (including 4% Vacation pay accrued) Net of Recoveries	%	Amount (including 4% Vacation pay accrued) Net Of Recoveries	%	Over (Under) Budget
Cashiers	$ 9,818	1.1% (1)	$ 15,219	1.7%	$ (5,401)
Cooks & Kitchen	11,177	1.8% (2)	12,003	1.9%	(826)
Stewarding	22,814	2.5% (1)	29,542	3.3%	(6,728)
Service	57,442	6.4% (1)	64,456	7.2%	(7,014)
Porter	52,127	4.6% (3)	59,569	5.2%	(7,442)
Information Desk	8,031	0.70% (3)	13,976	1.22%	(5,945)
Maintenance Help	465	0.04% (3)	10,310	0.9%	(9,845)
Storeman	4,627	0.40% (3)	8,706	0.76%	(4,079)
	$166,501		$ 213,781		$(47,280)

(1) As a % of total food and beverage revenue.

(2) As a % of total food revenue.

(3) As a % of total food, beverage and rental revenue.

COMMENTS BY THE DIRECTOR OF FINANCE:

It should be noted that during the month of October, 1983, the Centre was under-budget in respect of part-time labour to the extent of $13,657.00.

HAMILTON CONVENTION CENTRE

ANALYSIS OF FOOD AND BEVERAGE COSTS FOR

THE PERIOD OF JANUARY 1st, 1983 TO OCTOBER 31, 1983

	Actual		Budget		
Item	Amount	%	Amount	%	Over (Under) Budget
Food Costs	$202,558	32.1%	$ 221,110	35.0%	$ (18,552)
Beverage Costs	89,096	33.8%	94,851	36.0%	(5,755)
	$291,654		$ 315,961		$ (24,307)

COMMENTS BY THE DIRECTOR OF FINANCE:

For the month of October, 1983, the Centre realized food and beverage cost percentages of 32.7% and 32.8%, respectively. This resulted in October being under-budget by $5,334 in respect of total food and beverage costs.

HAMILTON CONVENTION CENTRE

A COMPARISON OF INVENTORIES

AT OCT. 31, 1983

WITH THAT AT

SEPT. 30, 1983, JUNE 30, 1983,

MARCH 31, 1983 AND DEC. 31, 1982

Type of Inventory	October 31, 1983	September 30, 1983	June 30, 1983	March 31, 1983	December 31, 1982
Liquor/Wine/Beer	$ 35,841.72	$ 50,116.16	$ 28,039.73	$ 32,127.88	$ 32,282.20
Food	26,187.75	29,919.19	19,323.59	23,250.66	23,736.45
Tobacco	422.88	485.79	312.36	459.29	386.58
Dry Goods	11,115.56	11,089.74	8,762.31	10,933.32	12,307.84
Pop Cannisters	3,228.00	4,446.00	3,540.00	4,538.00	4,400.00
	$ 76,795.91	$ 96,056.88	$ 59,977.99	$ 71,309.15	$ 73,113.07

HAMILTON CONVENTION CENTRE

AGING OF ACCOUNTS RECEIVABLE

AS AT OCTOBER 31, 1983

Total Accounts Receivable	30 Days Or Less	31 To 60 Days	61 To 90 Days	Over 90 Days
$163,880	$162,972 (1)	$ 815	$ -	$ 93 (2)
100%	99.45%	.5%	- %	.05%

(1) As at November 15, 1983 subsequent payments of $156,346 have been received.

(2) As at December 5, 1983, a subsequent payment of $93. has been received.

HAMILTON CONVENTION CENTRE

5 (b)

REPORT TO THE BOARD OF DIRECTORS

RESPECTING

1983 CAPITAL REQUESTS

It is recommended that the following capital purchases be approved, to be financed from the Centre's second 1983 capital allocation:

Sweda Cash Registers	$4,500	
Communication Radios (Walkie talkies)	2,100	
Platform Trucks	1,400	
Moving Text Displays	2,300	
Liquor Dispensers	4,150	14,450
Funds for construction of staff changerooms and a parcel cage room		6,160
TOTAL CAPITAL REQUESTS		$20,610

NOTE: The above figures include applicable sales taxes, and approximately 10% has been added in accordance with the established guidelines, to account for any price fluctuations at the time of ordering.

Please refer to the rationale and quotations attached hereto.

bc.
Attach.

MEMO TO: William Penfold

FROM: Stephen Dockman DATE: December 1, 1983

RE: Cash Registers

At the present time, we have four Sweda Cash Registers for liquor service. With these four cash registers, we are capable of handling groups of up to 600 persons. For any groups over 600, we have to use the manual ticket system.

In order to use cash registers for all functions, and thereby operate with one system, it is necessary to purchase two additional cash registers.

As we presently use Sweda and find the cash registers satisfactory, it is our intent to maintain uniformity with the machines. As well, all our cashiers are trained in the operation of these machines.

A quotation in the amount of $1,925.00 per unit has been received from Sweda. This price is subject to 7% Provincial Sales Tax.

It should be noted that the units quoted on are Demonstrators with a full guarantee. A discount of $100.00 per unit has been given.

I recommend that we purchase two cash registers from Sweda International in accordance with their quotation at a total cost of $4,119.50.

Stephen H. Dockman
Director of Operations

SHD/ml

cc. John Leuser

MEMO TO: William Penfold

FROM: Stephen Dockman DATE: December 1, 1983

RE: Communication Radios

At the present time, we have ten Yaseu FTC 2003 radios which enable us to provide instant communication throughout the Convention Centre.

During busy periods, the following persons would have a requirement for a radio:

1) Director of Operations/Duty Manager
2) Security - Base station
3) Security - On rounds
4) Receptionist
5) Information Desk Personnel
6) Maintenance Supervisor
7) Banquet Manager
8) Assistant Banquet Manager
9) Head Bartender
10) Head Cashier
11) Porter - (at least one porter at all times)
12) Client - (depending on the type of function)

It should be noted that during many functions, there is a requirement for up to three porters to carry a radio for communication with the Banquet Supervisors as well as the client possibly requiring more than one radio.

In order for each person to be allocated a radio, it is necessary to purchase an additional two units. There have been several occasions whereby certain personnel have not had a radio during functions; this causes an inconvenience to other personnel who are trying to locate those individuals.

It is recommended that two units be assigned to the Director of Operations/Duty Manager and the Receptionist on a permanent basis unless there is a requirement for the radios during a function. Each unit would have a desk top charger for recharging as required.

....2

Quotations have been received from the following:

Comtech Radio

- Yaseu FTC 2003 complete with leather case and strap - Regulated desk top charger not available.	$ 853.00
- Uniden Force CPH 52 DS complete with leather case and strap.	$1008.00
Desk top charger	$ 118.00

Cardon Communications

- Standard 834LC complete with leather case and strap	$ 807.00
Desk top charger	$ 99.00

All prices quoted are subject to 7% Provincial Sales Tax.

Due to the problems we have had with our radios over the past two years, it is not recommended that we purchase additional Yaseu models. Com-Tech have recommended the Uniden Force for the facility as this radio has stronger components and would be more reliable as well as more durable.

It is therefore recommended that we purchase the two Standard radios along with a desk top charger from Cardon Communications in accordance with their quotation for a total cost of $1,938.84.

Stephen H. Dockman
Director of Operations

SHD/ml

Attach.

cc. John Leuser

COM-TECH

4104 Fairview Street, Unit 9, Burlington, Ontario, L7L 4Y8, 416-637-3427

September 6th, 1983

Hamilton Convention Centre
115 King Street West
Hamilton, Ontario

ATTENTION: MR. STEVE DOCKMAN

Dear Steve:

Further to your recent request, we have prepared the following:

1) refurbishing costs for your existing system
2) a quote on two new Force 5 Watt Portables and accessories
3) a quote on a Maintenance Contract for your existing system.

REFURBISHING COSTS

Our Service Department, has checked the following equipment out:

Portable S/N 130117 (#10)	RX Squelch Sens. 0.2 uV
	TX- only 0.6 W needs alignment
Portable S/N 121741 (# 2)	RX Squelch Sens. 0.18uV
	TX- O.K.
Portable S/N 100038 (# 3)	RX Squelch Sens. 1.0 uV on Frequency
	TX- works but no RF power
Portable S/N 121743 (# 1)	RX Squelch Sens. 0.15 uV
	TX- 3 W
	- no antenna
	- has blown fuse
Portable S/N 130116 (# 8)	RX Squelch Sens. 1.0 uV
	TX- none
	- LED's don't light
	- probable fuse blown
Portable S/N 121739 (# 5)	RX Squelch Sens. .35uV
	TX- O.K. but off frequency
	- antenna pin broken
One A.C. Charger	- normal 12.5 MA
	- rapid 329 MA
Two Remote Speaker mics.	- P.T.T. Faulty on one
	- connector missing on other

To repair the above equipment, will be $360.00 in labour and approximately $40.00 in parts. The replacement nickel cadmium batteries are $75.00 each and we picked up eleven from you, all are defective.

ADDITIONAL EQUIPMENT

We recommend the Uniden Force CPH-52DS Portable. This unit is 2 or 5 Watts and carries a full one year parts and labour warranty. The following is a list of options and prices.

CPH-52DS	5 Watt 2 Channel C/W crystals for one channel, Nicad battery and antenna	$ 950.00 ea.
APX-111	Desk Top Charger	118.00 ea.
APX-160	Deluxe Leather case and T-strap	58.00 ea.
	TOTAL PER UNIT	$1126.00

F.O.B.: CUSTOMER
TERMS: N/10 DAYS
DELIVERY: 4 WEEKS A.R.O.
F.S.T. INCLUDED P.S.T. EXTRA

MAINTENANCE DETAILS

A Com-Tech preventative maintenance contract, covers all parts and labour plus one preventative maintenance check-up per year. Excluded, is physical damage, antennas, and batteries. The preventative maintenance, will keep your system in good working order, while keeping maintenance costs fixed. The attached quotation, gives a breakdown of costs, time and place of service.

We trust, that the information contained herein is what is required. Should you have any questions or require additional information, please do not hesitate to call me. We are looking forward to being of service to you.

Yours very truly,

COM-TECH RADIO INC.

Larry Shaw

cmd
Encl.

OCT 14 1983

Your Personal Communications Company
CARDON Communications Inc.
Communication Personalisee

October 13, 1983

Hamilton Convention Centre,
115 King St. W.,
HAMILTON, Ont.
L8P 4T9

Attention: Mr. Stephen Dockman

Dear Sir:

As we discussed, herewith a quotation on your communications requirements:-

Handheld Equipment

Qty.	2	834LC VHF Transceivers at $617.00 each	$1,234.00
	2	CSA4 Chargers at $99.00 each	198.00
	2	Pairs crystals installed at $35.00 per pair	70.00
	2	Heavy Duty Leather Cases at $55.00 each	110.00
	2	Private Channels at $100.00 each	200.00
		Total Handheld Equipment	$1,812.00

Telephone Interconnect Option

This option would require the addition of a base station to your system. Equipment required would be:-

Qty.	1	890L VHF Base Transceiver	$ 695.00
	1	MTI 700 DL Telephone Interconnect	1,644.00
	1	Dial Pulse Converter	187.00
	1	RTC-2 Voice Coupler	182.00
	1	Touch Tone Pad (for 1 portable)	135.00
	1	LR10 Power Supply for Base	135.00
	1	Base Antenna (not installed)	80.00
		Total Telephone Interconnect Equipment	$3,058.00

The above pricing is Federal Sales Tax included. Provincial Sales Tax is extra if applicable.

Warranty - All equipment is guaranteed one (1) full year parts, six (6) months labour.

Delivery - 30 days on receipt of order.

This quotation is valid till December 31, 1983.

Hoping this will meet with your consideration.

Yours truly,
CARDON COMMUNICATIONS INC.

R. T. Waddell,
Sales Technician

RTW:cs
encls.

95 MacNab Street, North
Hamilton, Ontario L8R 2L9
(416) 527-1040

Telex Number
061-8639

Montreal, Quebec

MEMO TO: William Penfold

FROM: Stephen Dockman DATE: December 1, 1983

RE: Platform Trucks

At the present time, we have 4 - 36" X 72" trucks and 2 - 24" X 48" trucks in the facility. The six trucks do not meet the demand on the Convention Centre of moving supplies, tables and equipment from one area to another.

In order to have sufficient platform trucks available for client and Convention Centre use, it is necessary to purchase an additional four 24" X 48" units.

Quotations have been received from the following:

Ideal Food Services Equipment

24" X 48" Platform Truck complete with heavy duty casters and handle	$299.00

Hamilton Store Fixtures

24" X 48" Watson Utility Platform Trucks with casters and 2 handles	$450.00

Cassidys - No Quote

I recommend that we purchase 4 - 24" X 48" platform trucks from Ideal Food Service Equipment in accordance with their quotation at a total cost of $1,279.72.

Dockman

Stephen H. Dockman
Director of Operations

SHD/ml

Attach.

cc. John Leuser

SALES ORDER FORM

ideal FOOD SERVICE EQUIPMENT

QUOTATION

Canada's foremost knowhow organization.

459 College St.
Toronto, Ontario M6G 1A3
Telephone (416) 920-1411

Complete equipment and supplies for restaurants hotels and institutions
Planning Designing Fabrication
Food Service Consultants
Contract Interiors

(PURCHASER) HAMILTON CONVENTION CENTRE — DATE SEPT 28/83

ADDRESS 115 KING ST. W. — TERMS N/30

CITY HAMILTON — PROVINCE ONT. — POSTAL CODE L8P 4Y9 — CUST. ORDER NO. #

SHIP TO ABOVE. — PROV. SALES TAX EXTRA

DELIVERY REQUIRED T.B.A. — VIA PREPAID. — SALESMAN HENNO TOPING.

ORDERED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
6	EA.	BANQUET SERVICE CART METRO #RBQS8P - REFER TO ATTACHED SPECIFICATION SHEET.	2,866 00	17,196 00
		(ALTERNATE TO ABOVE.)		
6	EA	BANQUET SERVICE CART CUSTOM BUILT - 72" X 27" X 72" HIGH. 6 - 18GA. S/S REINFORCED SHELVES - 4 - 16 GA. 1" SQ S/S UPRIGHTS - 6" DIA. HEAVY DUTY CASTERS - TWO W/ BRAKES.	2,150 00	12,900 00
4	EA.	PLATFORM TRUCKS 24" X 48" C/W HARDWOOD DECK. H.D. CASTERS. ONE HANDLE. #6131-639	299 00 PRICE CONF DEC 1/83	1,196 00
2	EA.	FLOOR SIGNS "CAUTION WET FLOOR"	18 30	36 60
	EA.	HEAT LAMP - MARCO #B2A. (2 LAMP - WHITE)		129 00
1	EA	HEAT LAMP - MARCO #B2A (2 LAMP - RED)		139 00
1	EA	HEAT LAMP - MARCO #B3A (3 LAMP - WHITE)		195 00
1	EA	HEAT LAMP - MARCO #B3A (3 LAMP - RED)		211. 00

OWNERSHIP OF THE ABOVE GOODS SHALL REMAIN IN THE VENDOR UNTIL PAYMENT IN FULL OF THE PURCHASE PRICE

SUB TOTAL	
PROVINCIAL TAX	
TOTAL	

0208

ABOVE TERMS ACCEPTED

PURCHASER _____

PER _____

DATE _____
Accepted
IDEAL FOOD SERVICE EQUIPMENT

PER _____

OFFICE COPY

Metropolitan Wire Corporation
Wilkes-Barre, PA 18705

17.50

CANADA'S LEADING SUPPLY HOUSE

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September 29, 1983

Hamilton Convention
Centre
115 King Street West
Hamilton, Ontario
L8P 4T9

Attention: Ms. Arlene Holman
Purchasing Department

Dear Arlene

We take pleasure in submitting our quotation on the following, as well as enclose specification sheets

4 Only Watson Model #600 Non-Tilt Style Utility Platform Trucks, 1500 lb. capacity, 10" x 2½" main wheels, 5" x 1½" casters, with 24" x 48" deck, includes four (4) tube stakes or two (2) bow handles $ 450.00 Ea. $ 1800.00

Continued..../2

MEMO TO: William Penfold

FROM: Stephen Dockman DATE: December 1, 1983

RE: Moving Text Displays

Interior directional signage has been and continues to be a constant problem in the Convention Centre.

The purchase of two moving text displays that would be positioned at the Information Desk and at the top of the escalator on the Second Floor, would certainly improve the directional signage in the facility and offer a better service to our clients.

The messages that are displayed on the 16 character display would be programmed through a separate keyboard by our personnel.

A quotation in the amount of $995.00 per unit has been received from Financial Computer Group Inc. who are the official distributors of this product.

The quoted price is subject to 7% Provincial Sales Tax.

I recommend that we purchase two units from Financial Computer Group in accordance with their quotation at a total cost of $2,129.30.

Stephen H. Dockman
Director of Operations

SHD/ml

Attach.

cc. John Leuser

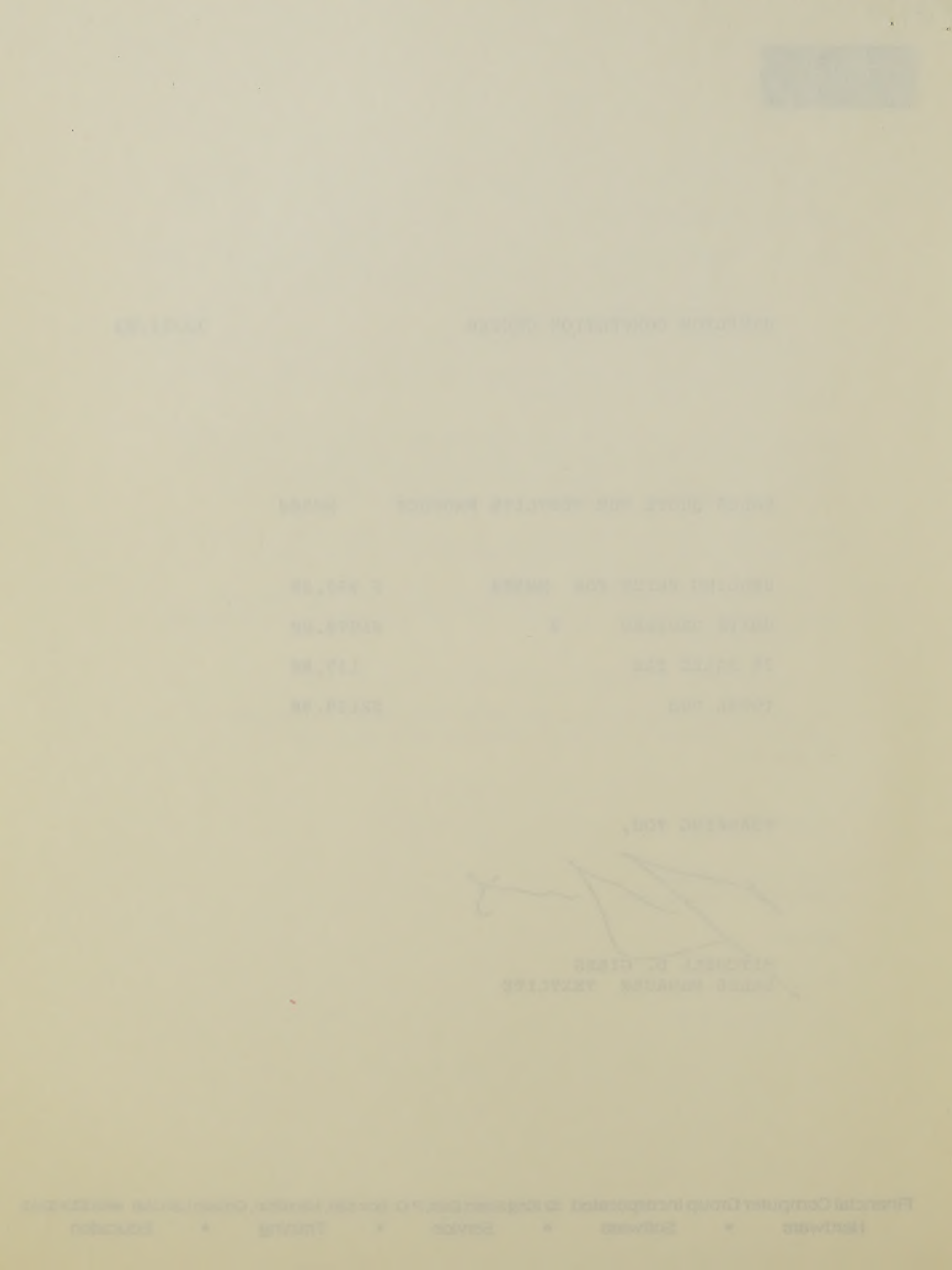
HAMILTON CONVENTION CENTER 30/11/83

SALES QUOTE FOR TEXTLITE PRODUCT MM500

SELLING PRICE FOR MM500		$ 995.00
UNITS ORDERED	2	$1990.00
7% SALES TAX		139.80
TOTAL DUE		$2129.80

THANKING YOU,

MITCHELL D. GIBBS
SALES MANAGER TEXTLITE



MEMO TO: William Penfold

FROM: Stephen Dockman DATE: December 2, 1983

RE: Liquor Dispensers

At the present time, we have 8 - 8 unit stands complete with measures which we found to be quite effective in controlling the amount of liquor served.

Four units are used on the Main Bar in the Chedoke Foyer and the other four on portable bars.

To enhance uniformity with liquor service and controls throughout the facility, the purchase of an additional 8 - 8 unit stands with measures for the portable bars will assist us to reach that goal.

Ideal Food Service Equipment will honour their prices when we purchased the previous set of liquor dispensers in June, 1983. The price confirmed at that time was:

Modern Bar Non-Drip (Metal Parts)

Stand (8 Unit)	$182.15 + 7% P.S.T.
Liquor Measure	32.55 + 7% P.S.T.

In order to maintain uniformity with our liquor service equipment, I recommend that we purchase 64 liquor dispensers and 8 stands from Ideal Food Service Equipment in accordance with their previous quotation dated March 28, 1983 for the total cost of $3,788.23.

Stephen H. Dockman
Director of Operations

SHD/ml

cc. John Leuser

Attach.

ideal
FOOD SERVICE EQUIPMENT

Canada's foremost knowhow organization.

459-465 College St.
Toronto, Ontario M6G 1A3
Telephone 920-1411

Complete equipment and supplies for restaurants hotels and institutions
Planning Designing Fabrication
Food Service Consultants
Contract Interiors

QUOTATION

~~SOLD TO~~ (PURCHASER) HAMILTON CONVENTION CENTRE — DATE MARCH 28/83

ADDRESS 115 KING STREET WEST — TERMS NET 30

CITY HAMILTON, ONTARIO L8P 4T9 — CUST. ORDER NO.

SHIP TO ABOVE — PROV. SALES TAX EXTRA

DELIVERY REQUIRED T.B.A. — VIA PREPAID — SALESMAN HENNO TODING

ORDERED	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		MODERN BAR - NON DRIP - LIQUOR MEASURE		
		COMPLETE WITH COUNTER. - (METAL PARTS)		
		DOUBLE PEDISTAL STAND - 8 UNIT.	182.15 EA.	
		LIQUOR MEASURE WITH COUNTER,	64.50 EA.	
		w/o "	32.55 EA	
		FALCON PRODUCTS - LIQUOR MEASURE. - (PLASTIC PARTS)		
		DOUBLE PEDESTAL STAND - 8 UNIT.	172.00 EA.	
		LIQUOR MEASURE WITH COUNTER	54.00 EA.	
		w/o "	22.20 EA	
		HOT DOG COOKER.		
		BARDEAU # C-21	843.00 EA.	
		BARDEAU # A-33	975.00 EA.	
		THIS QUOTE IS VALID FOR 30 DAYS		
		F.S.T. INCLUDED P.S.T. EXTRA.		
		F.O.B. - HAMILTON CONVENTION CENTRE.		
		DELIVERY - 2 WEEKS FROM DATE OF ORDER		

HENNO TODING

OWNERSHIP OF THE ABOVE GOODS SHALL REMAIN IN THE VENDOR UNTIL PAYMENT IN FULL OF THE PURCHASE PRICE

SUB TOTAL	
PROVINCIAL TAX	
TOTAL	

3448

ABOVE TERMS ACCEPTED

PURCHASER

PER

DATE ACCEPTED

OFFICE COPY

MEMO TO: William Penfold

FROM: Stephen Dockman DATE: December 1, 1983

RE: Staff Change Room/Parcel Cage Room

At the present time, we have a Ladies' Change Room with 34 lockers and a Men's Change Room with 16 lockers. Due to the large number of part-time staff at the Convention Centre, these present change rooms do not suffice, particularly during large events and busy periods where we may have in excess of one hundred part-time employees servicing the functions.

It is recommended that we convert the Second Floor coat check into a Ladies' Change Room which would provide an additional 26 lockers and convert part of the First Floor coat check into a Men's Change Room which would provide an additional 14 lockers.

The conversion of these two areas into change rooms will give us a provision of 90 lockers for our part-time employees.

It is also recommended that a parcel cage room be constructed in the existing storage area adjacent to Room 203. This room is required as a secure area for the cashiers to count money and balance their receipts.

At the present time, the Show Office adjacent to the Security Office is used for that purpose. However, that room is required for a Show Producer who rents the Exhibition Hall to promote a consumer or trade show.

Tenders have been received for the construction of the two change rooms and the parcel cage room as follows:

Property Maintenance Department -City of Hamilton	$5,140.00
Falla Construction	$8,058.00
Saltfleet Construction	$12,488.00

Mr. Herb Barker of the Property Maintenance Department has submitted his quotation based on changes that he has recommended. Falla construction was given the opportunity to rebid with the changes.

....2

There are additional costs involved that were not included in the original tender. These items can be completed at a cost of $460.00:

-Removal of coat racks to one inch below ceiling strips.

-Installation of locks for staff change rooms.

-Electrical work on First Floor.

I recommend that we accept the tender from the Property Maintenance Department. I further recommend that we proceed with the additional costs as outlined.

The cost of this project as recommended is $5,600.00.

Stephen H. Dockman
Director of Operations

SHD/ml

cc. John Leuser

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25075	GREEN/VERT	BP2507
25077	TANGERINE	BA2507
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25079	X. RED/ROUGE X.	BX2507

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